

GUIDELINES OF THE COMPATRIOTS SCHOLARSHIP PROGRAMME

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PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to set the conditions for applying for the scholarship of vocational and higher education of the Compatriots Programme (hereinafter the programme) and of language learning, also the conditions for using the scholarship and arrangements for payment thereof.

Awarding of the scholarship is financed by the Ministry of Education and Research (hereinafter the ministry). Awarding of the scholarship is decided by the Compatriots Programme Board (hereinafter the board). Implementation of the programme is organized by the Archimedes Foundation (the Foundation) by the following activities:

- prepares and coordinates the programme documents in a timely manner;
- mediates information by communicating with, inter alia, representatives of the Estonian community abroad;
- advises the applicants, grantees, academic institutions, the board and other involved parties;
- announces for calls of applications and organizes the assessment of the applications;
- prepares, concludes and terminates the scholarship contracts;
- ensures paying the scholarships, monitoring the execution of the contracts and analysis of the reports;
- informs the public about the issues related to the scholarship programme.

AIM AND PRINCIPLES OF THE PROGRAMME

1. The purpose of the compatriots scholarship programme is to support the studies of the young Estonians abroad in Estonian educational institutions (hereinafter the educational institution) providing vocational and higher education.
2. The compatriots scholarship programme supports the students of Estonian origin living abroad in their:
 - 2.1. professional studies at the level of vocational and higher education in Estonia (hereinafter the studies);
 - 2.2. Estonian language studies (the language learning) in order to learn the Estonian language and to start their professional studies later.

CONDITIONS OF THE SCHOLARSHIP

GENERAL CONDITIONS

3. The compatriots programme scholarship (hereinafter the scholarship) is intended to cover the costs related to studying in Estonia. The tuition fee shall be covered only if necessary and with the relevant decision by the board.
4. The scholarship is paid on the basis of the § 19 paragraphs 5-7 of the Income Tax Act and it's tax free.
5. Scholarship of the formal studies can be applied for by the persons of Estonian origin living abroad who have a secondary and higher education, or the equivalent, who:
 - 5.1. have not permanently lived in Estonia for at least past five years (unless they have moved to Estonia for learning purposes within the calendar year preceding the application submission);
 - 5.2. study full-time in an Estonian curriculum at the time of receiving the scholarship.
6. Individuals who want to learn the Estonian language in-depth before the formal studies, can apply for the scholarship of language learning. The scholarship of language learning can be applied for by the persons of Estonian origin living abroad who have a secondary and higher education, or the equivalent, who:
 - 6.1. have not permanently lived in Estonia for at least past five years;
 - 6.2. at the time of receiving the scholarship, study at the intensive courses provided by the University of Tartu, which are conducted according to the regulation No. 40 of 21.12.2012 of the Minister of Education and Research "Conditions and procedures for learning official language in-depth during acquiring higher education".

SCHOLARSHIP

7. The scholarship consists of the following components:
 - 7.1. a one-time settling in allowance;
 - 7.2. a monthly subsistence grant during studies;
 - 7.3. travel grant (travel expenses for travelling home and back twice a year);
 - 7.4. extra scholarship for good academic performance, paid once a year;
 - 7.5. state fee for residence permit and health insurance, if necessary.
8. Settling in allowance
 - 8.1. At the first arrival in Estonia, the educational institution pays the grantee a settling in allowance which enables to cover the initial expenses related to the relocation to Estonia and to manage for the first weeks when the allowance has not been received yet.
 - 8.2. The amount of the settling in allowance is 200 euros and it is paid by the educational institution in cash. Resettlement allowance of EUR 200 and pay the host institution FELLOW cash.
9. Subsistence grant
 - 9.1. Subsistence grant is paid to the grantee within twelve months in a year during the nominal period, except for the last academic year when the grant is paid for 10 months.
 - 9.2. Subsistence grant is 350 euros per month.
 - 9.3. Subsistence grant is transferred to the grantee's bank account as follows:
 - 9.3.1. the scholarship for 5 academic months (from September to January) is paid at once at the beginning of the academic year after signing the contract / annex of the contract;

9.3.2. for the following 5 academic months (from February to June), the scholarship is paid after submitting the study results of the autumn semester;

9.3.3. the scholarship for 2 summer months (from July to August) is paid after submitting the study results of the spring semester, except for the last academic year.

9.4. The Foundation shall make any subsequent payment only if the grantee has fulfilled their obligations and their academic performance is verified. For verifying the academic performance, the grantee shall submit an extract of the study results to the Foundation no later than by 20 September and 15 February of each year.

9.5. For receiving the subsistence grant next year, the grantee must complete at least 75% of the annual study volume.

9.6. The subsistence grant is also paid during study periods abroad if the grantee fulfills other conditions for receiving the scholarship (studies full-time, does not exceed the nominal study period, etc.).

10. Travel grant

10.1. Travel grant is paid for covering the expenses for travelling from home to the educational institution and back. It is not possible to receive the grant for only one direction of travel.

10.2. The travel grant is paid 2 times a year. The travel grant is transferred to the grantee's bank account with the first and second instalment of the scholarship.

10.3. The amount of travel grant depends on the distance between the grantee's home town and the educational institution. When calculating the distance, the European Commission's web-based calculator is used http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

10.3.1. If the distance between the home town and the educational institution 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.

10.3.2. If the distance between the home town and the educational institution is 100 km or more, the travel expenses shall be reimbursed on the basis of unit price based on the rates brought out in the following table:

	Distance from a city to a city (one direction)[1]	Grant for a round trip (to the destination and back)
1	100 - 499 km	180 euro
2	500 - 1999 km	275 euro
3	2000 - 2999 km	360 euro
4	3000 - 3999 km	530 euro
5	4000 - 7999 km	820 euro
6	8000 km or more	EUR 1100

[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.

11. Extra scholarship

11.1. At the end of each academic year, the Foundation shall pay a one-time extra scholarship to the grantee whose average grade in the previous year was 4.0 or higher.

11.2. The extra scholarship is equal to the subsistence grant of one month.

12. State fee for residence permit and health insurance

12.1. If necessary, the grantee shall be reimbursed the expenses related to the state fee for residence permit and health insurance on the basis of the expense documents.

12.2. Expenses related to health insurance shall be reimbursed on the basis of the invoice of the insurer to the grantee who does not have the Estonian Health Insurance Fund insurance.

13. The scholarship is not paid during academic leave or during studies which have exceeded the nominal period, except for in cases described in §22 paragraph 10 of the University Act.

REMUNERATION OF TUITION COSTS

14. Tuition fees of formal study in higher education

14.1. Tuition fee is not paid for the first academic year. Further tuition fees shall be reimbursed according to the volume of the student's academic progress and the rates of the tuition fees of the educational institution.

14.2. The educational institution has the right to demand partial reimbursement of tuition fee if the grantee has not completed the required volume of the curriculum of the previous periods.

14.3. The Foundation shall reimburse the value of up to 15 ECTS of the incompleting study volume per academic year. Rest of the tuition fee is covered by the grantee's own funds.

14.4. Non-state financed grantees shall be paid for by the Foundation according to previously concluded contract.

15. Tuition fees of formal study in vocational education

15.1. Grantees of vocational education may study at state financed or non-state financed student vacancies. The Foundation shall not reimburse tuition fees of the state financed grantees.

15.2. The basic value of the course of the non-state financed grantee shall be reimbursed by the Foundation according to the Government's regulation of reimbursing the basic value of the vocational institution, and of the financing coefficients of the study groups and study forms of vocational institution.

15.3. The Foundation shall reimburse the basic value of the student vacancy of the grantee who studies at the non-state financed vacancy after receiving the study results of the grantee.

16. Tuition fees of language learning

16.1. The Foundation shall reimburse the tuition fees of the grantee of language learning according to the ECTS price set in bachelor's studies in the University of Tartu.

SCHOLARSHIP APPLICATION

17. The application must be submitted via the electronic application system not later than May 1.

18. The applicant must duly submit to the Foundation the following documents:

- 18.1. signed formal application [\[2\]](#) ;
 - 18.2. CV;
 - 18.3. copy of the document certifying the acquired education (diploma with the transcript of grades) or extract of the study results of the graduation class of high school and the copy of the certificate of the penultimate class;
 - 18.4. copy of the personal data page of passport;
 - 18.5. copy of the document certifying the Estonian origin (birth certificate, parents' or grandparents' birth certificates, etc.);
 - 18.6. recommendation letter (from the representative of the Estonian Society, community, Estonian language teacher, other teachers, supervisor).
19. Documents must be in either Estonian, English or Russian. Documents formed in other languages must be accompanied by the respective official translation.
20. The documents must be uploaded to the application system in scanned form. The Foundation has the right to check the correspondence of the submitted documents to the originals.
21. The decision about the grantees shall be made by the board not later than by June 1. The scholarship shall be awarded for the grantees until the end of the nominal period of the curriculum.

ASSESSMENT AND SELECTION OF THE APPLICATIONS

22. The decision to allocate the scholarship is made by the board.
23. When awarding the scholarship, the applicant's previous academic progress, the Estonian language skills, motivation and social activity is taken into account. The board also takes into account the representation of different localities among the grantees and the value of the student vacancy of the applicant.

RECEPTION TO THE EDUCATIONAL INSTITUTION

24. The decision of the board to award scholarship does not guarantee the student vacancy in the educational institution. In order to get the student vacancy, the applicant must fulfill all the conditions set by the educational institution for admission (examinations, creative tests etc.).
25. If the grantee does not comply with the admission requirements, they will lose the right to use the scholarship. If the applicant who has been awarded the scholarship has not been accepted by the university, the scholarship shall be given to the next candidate in rank.
26. Before the start of formal studies, the Foundation has the right to send the grantee to the Estonian language exam. If the Estonian language skills of the grantee is not sufficient for starting the vocational studies, they must pass intensive Estonian language course. The duration of the Estonian intensive course lasts one year and it is possible to pass in the University of Tartu. At the end of the year of the Estonian intensive course, the grantee must pass the Estonian language exam successfully, after which the grantee can start the studies in the selected curriculum.

[\[2\]](#) qv Form "Application form of the scholarships of language and formal studies of the Compatriot Programme"

27. After the Estonian intensive course, the grantee can change the initial choice of curriculum only with the consent of the board. The Foundation must be informed about the wish to change the curriculum at the first opportunity and the board must confirm this not later than by April 15. If the institution has registered the grantee to a curriculum, the curriculum can not be changed anymore.

TERMS OF USING THE SCHOLARSHIP

28. The grantee must confirm their wish to start with the studies in Estonia to the Foundation within 10 days after awarding the scholarship.

29. If the grantee has confirmed their wish to start with the studies, the following obligations must be taken into account:

29.1. The grantee must start with the studies in Estonia at the beginning of next academic year from applying for scholarship. If the grantee can not come to Estonia by the beginning of the academic year, the board has the right to cancel awarding the scholarship.

29.2. The grantee must start with the studies in the selected educational institution and complete it within nominal period.

29.3. At the end of each semester the grantee must submit an extract of the study results. If the grantee has not completed at least 75% of the study volume, the Foundation may suspend the scholarship payments until the obligations have been fulfilled.

29.4. If the grantee discontinues their studies for reasons other than completing the curriculum in full, healthy or other circumstances independent from him, the Foundation may reclaim the scholarship and tuition fees paid to the educational institution over the years.

29.5. The grantee of formal studies has the right to apply for academic leave and the extension of nominal period without the scholarship extension.

29.6. The grantee obliges to inform the Foundation about the academic leave, suspending the studies and other circumstances which prevent completing the studies within nominal period.

29.7. If the grantee has received scholarship for the time they have not participated in tuition, the scholarship must be paid back for this time.

30. If the grantee has not confirmed their wish to start with the studies by the set deadline, the scholarship shall be given to the next candidate in rank.

31. During the studies the grantee has the right to apply for scholarship for the next level of education (except for doctoral study). In order to do that, a duly application must be submitted to the Foundation according to the normal procedure.

32. The grantee shall refer to the compatriots programme, the ministry and the Foundation as the subsidizer of the tuition in every suitable case.

33. The Foundation has the right to make decisions coordinated with the ministry about the grantees confirmed by the board, if the additional financial obligation to the Foundation does not exceed 3000 euros. The decisions shall be formed as exception [\[3\]](#).

[\[3\]](#) qv Form "Act of the exception of the national programmes of the centre for the development of higher education"

SIGNING THE CONTRACT AND REPORTING

34. The host educational institution, the grantee and the Foundation shall conclude the tripartite contract for paying the scholarship [\[4\]](#) .

35. The Foundation shall make the payments on the basis of the study results and the expense receipts.

36. The grantee is obliged to submit an extract of the study results of the preceding period no later than by September 20 and February 15 which is the basis for the next scholarship payment. [\[5\]](#) .

[\[4\]](#) qv SAMPLE "Tripartite contract of the Compatriots Programme with its annexes"

[\[5\]](#) qv SAMPLE "Compatriots Programme Report - study results"