

Archimedes

Guide of the national scholarship programme for international students, researchers and academic staff

Confirmed February 2017

PURPOSE, SCOPE, RESPONSIBILITY

The purpose of this programme guide is to stipulate the conditions and procedure for the implementation of the “National scholarship programme for international students, researchers and academic staff“.

The implementation of the programme is organized by Foundation Archimedes (hereinafter the foundation). The organization involves, inter alia:

- 1) mediation and disclosure of information in internet (website of the foundation www.studyinestonia.ee) and through other relevant channels and in the mailing lists meant for students;
- 2) organization of open application procedures for scholarships;
- 3) communication with host institutions and partner institution of the foreign country (ministries, embassies etc.);
- 4) introduction of application conditions and forms, analysis of applications, control of compliance with requirements;
- 5) organization of work of scholarship commission;
- 6) preparation, conclusion and termination of contracts for awarding the scholarships, supervision of fulfilment of contracts and control of reports.

General provisions

1. The scholarships and mobility grants to be awarded under the Programme (hereinafter the grants) are funded from the budget of the Ministry of Education and Research within the limits of state budget funds.
2. The funds of the target countries and state budgetary means of the Programme are allocated considering the terms and conditions of the Treaties and, if necessary, the strategies for international marketing of higher education and research as well as any supra-ministerial international cooperation objectives.
3. The foundation allocates the amounts of grants to the higher education institution or the research and development institution (hereinafter the host institution) where the international student, researcher or academic staff member commences his/her studies or work

Scholarships

4. The types of scholarships are the following:

- 4.1. scholarships at the first level of higher education for the studies in the areas related to the Estonian language and culture;
- 4.2. scholarships for Master's and Doctoral study;
- 4.3. scholarships for summer and winter schools.

5. Scholarships at the first level of higher education and scholarships for Master's and Doctoral study

5.1. The scholarship at the first level of higher education and the one for Master's and Doctoral study (hereinafter also student scholarships) are intended to support the exchange study or degree study of international students at the Estonian higher education institutions. The scholarship at the first level of higher education can be applied for only for the studies in the areas related to the Estonian language and culture.

5.1.1. The student scholarship is paid to the student of exchange studies (scholarship of exchange study) or student of degree study (scholarship of degree study).

5.2. The scholarship of exchange study is paid within the specified period, but maximum ten calendar months a year.

5.2.1. The grant period is the period from the first day of the studies up to the last day of the studies according to the dates mentioned in the confirmation letter of the recipient institution. The duration of one period of studies (grant period) should not be shorter than 30 days. The grant to be paid will be calculated according to the number of days of the grant period based on the rate of the relevant type of scholarship.

5.3. The scholarship for degree study is paid for twelve calendar months each academic year during the nominal period of study, except the last academic year of the nominal period of study when the scholarship is paid for ten months. A scholarship is paid on condition that the grantee is studying full time and completes cumulatively at least 75% of the coursework required by the curriculum by the end of each academic year.

5.4. The monthly rates of student scholarships have been provided in the national scholarship programme for international students, researchers and academic staff.

5.5. The scholarship is meant to cover the accommodation and transport costs. Additional costs such as tuition fee, health insurance and other costs will not be reimbursed.

5.6. The decision to award scholarship for the applicant does not guarantee his/her admittance to the required of higher education institution. The entrance to the higher education institution is separate from the application for the scholarship. The applicant should submit the required documents to the higher education institution according to the entrance requirements of the higher education institution. The decision on admittance to the higher education institution should be adopted before the payment of scholarship.

6. Scholarships for summer and winter schools

6.1. The payment of scholarships is intended to support participation in summer courses of the Estonian language and culture organized by the Estonian higher education institutions as well as in summer and winter schools related to the English-language curricula of degree study.

6.2. The scholarship can be applied for by the students of Bachelor's, Master's and Doctoral studies studying in the foreign higher education institutions who have been studying in the university at least one year by the time of application.

6.3. The scholarship rates have been provided in the national scholarship programme for international students, researchers and academic staff.

6.4. The scholarship covers the course fee to the higher education institution and accommodation costs of students for a maximum of 28 days per one training in a calendar year.

6.5. The candidate should pre-register to the course for applying for the scholarship.

Mobility grants for researchers and academic staff

7. Mobility grants to the Estonian higher education institutions or the research and development institutions can be applied by the researchers and academic staff of the foreign higher education institutions.

7.1. The academic staff means the persons working in the position of the professor, associate professor, lecturer, assistant or lecturer of the university according to the equivalent qualification of the foreign countries.

7.2. The researcher means the persons working in the positions of junior researcher, researcher, senior researcher or leading researcher according to the equivalent qualification of the foreign countries.

8. The mobility grant can be applied for research, scientific work, teaching etc.

9. The rates of mobility grants have been provided in the national scholarship programme for international students, researchers and academic staff.

10. Mobility grants are divided into short-term and long-term mobility grants.

10.1. The short-term mobility grants are awarded for the mobility period which lasts for a period from one to nine (1-9) days.

10.2. The long-term mobility grants are awarded for the mobility period which lasts for a period from ten days to ten months (10 days - 10 calendar months).

11. The grant period is the period from the first day of work up to the last day of work according to the dates mentioned in the confirmation letter of the host institution.

12. If the applicant of the mobility grant is also a student at the same time, the mobility grant is not awarded to him/her, but he/she can apply for the student scholarship, if the criteria for application are met.

13. The host institution can use the grant for payment of daily allowance or salary and for reimbursement of accommodation or travel costs.

14. The decision to award a grant for the applicant does not guarantee his/her admittance to the required institution. The applicant should submit the required documents to the host institution and his/her admittance should be decided upon before the payment of grants.

Application

15. For the application of grants the formal application along with motivation letter (and work plan in case of mobility grant), copy of the passport or ID-card and the following additional documents depending on the scholarship are submitted:

15.1. The following additional documents will be submitted when applying for the student scholarship:

1) Confirmation letter of the educational institution regarding the acceptance and study period of the student or submission of the entrance documents as required to the educational institution;

15.1.1. In case of exchange study the following documents will be additionally submitted:

2) transcript of records from home university;

3) confirmation of registration from home university containing information on the applicant's level of study, normal period of studies and progress towards the degree);

4) Study or research plan in the free form (maximum 2 A4 pages);

15.2. The following additional documents will be submitted when applying for the scholarship of summer and winter schools:

1) Certificate of university abroad on the study results;

2) Certificate of university abroad on the studies of the student which should include information on the study level, academic year and nominal duration of studies of the student;

3) The confirmation of the host educational institution on the admittance of the student (could be also sent by e-mail) or other confirmation on the registration;

15.3. The following additional documents will be submitted when applying for mobility grants:

1) CV (preferably in the EUROPASS format);

2) Confirmation on the working of the applicant in the university abroad;

3) Confirmation of the Estonian host institution on the admittance of the applicant including the reason why it is interested in the applicant or the importance of the work of the applicant for Estonia;

16. The application takes place through electronic on-line application system [1]. The application including with the additional documents should be submitted electronically.

16.1. The applications of scholarships and mobility grants are accepted once a year but the application deadlines of different scholarships and mobility grants may vary. The application deadlines will be announced in the first quarter of each year on the foundation's websites (<http://haridus.archimedes.ee/en/scholarships-international-students> and studyinestonia.ee). The call for applications will be opened in the electronic application system one month before the application deadline.

17. If the application and additional documents are not in Estonian or English, these should be supplied with translations into English or Estonian.

18. The foundation has the right to require additional documents from the applicant and make inquiries to the higher education institution, in the Estonian Education Information System or in the entrance system of foreign students DreamApply.

19. As an exception, scholarship may be awarded without the application documents, provided the grantee has been appointed directly by the Ministry of Education and Research.

Awarding of grants

20. Scholarship applications are assessed and grants are awarded by the commission.

20.1. The assessment of student scholarship applications will take place in two steps. First, every higher education institution makes their pre-selection among the candidates according to the quota in the Annex 3. The shortlisted applications shall be forwarded to the commission for assessment who will then make the final selection.

21. The applications which are not drawn up as required, include false information or arrive with delay are not assessed. In case of lack of candidates meeting the criteria the foundation has the right not to award the grants.

22. In awarding the grants the citizens of the countries provided in the Annex 1 are preferred at first priority, thereafter the citizens of the countries provided in the Annex 2. Preference is given to the applicants who have not been awarded other scholarships for the same purpose and period.

23. The applications are assessed considering the following:

- 1) Thoroughness of the motivation letter (and the work plan);
- 2) Quality of application: clear objectives, expected results etc.

23.1. When awarding the scholarships of exchange studies and summer and winter schools, also the earlier progress of the student is considered.

23.2. In case of the foreign student of the first year the succession rating of entrance of foreign students is also taken into account when awarding the scholarships of degree study. In case of the foreign students of the second year the succession rating based on study results is taken into account (weighted average rating above all study results). When awarding the scholarship the foreign students of the first year are generally preferred.

23.3. The mobility grant is awarded also considering the interest of the host institution.

24. The grants are awarded according to the annual budget. If needed, the list of reserve candidates will be drawn up.

25. The approved data of the applicants are forwarded to the host institution. Provided the grantee does not meet the criteria of admittance or entrance, he/she loses the right to use the grant.

Payment of grants

26. The basis for payment of grants is the written confirmation of the host institution on the admittance of the applicant and the contract concluded between the host institution and the foundation.

27. The foundation transfers the scholarship to the bank account of the host institution which performs the payments to the grantee.

28. The instalment of grants of courses and autumn semester will be made by the foundation to the host institution within 21 days from the bilateral signing of the contract and the instalment of grants of spring semester within 21 days after the submission of interim report.

28.1. The scholarship of degree study is paid provided the grantee studies full-time and fulfils cumulatively at least 75 percent of the volume of the studies subject to fulfilment according to the curriculum by the end of each semester. The scholarships of students of degree study are transferred after the receipt of the confirmation that the grantees fulfil 75% of the curriculum.

28.2. The scholarship of degree study is not paid during the stay at academic leave or in exceeding the nominal duration of the studies. The grant period will not be extended by the time during which the grantee stays in a university abroad regarding the exchange studies.

29. During the period of payment of grant the grantee should stay in Estonia, except in case of degree studies.

29.1. If it occurs that the grantee has not stayed in Estonia during the period of payment of scholarship, excluding the students of degree study, or stayed here less than planned, stayed at the academic leave, studied part-time or did not participate in the studies according to the volume of the curriculum, the host institution shall return the grant to the foundation for that period, excluding the course fee for participation in summer and winter courses.

30. Changing the grant period after the confirmation of the results of the scholarship competition involving the extension of the period of payment of scholarship is possible only upon agreement with the foundation.

Reporting

31. As regards the use of allocated grants, the host institution submits the report on the allocated and paid grants in free form and in case of students of degree study also the information on the fulfilment of the curriculum. The report will be submitted on:

31.1. the 1st of February at the latest about the grantees of mobility grants and scholarships of autumn semester;

31.2. the 1st of July at the latest about the grantees of mobility grants of scholarships of spring semester.

32. As regards the use of scholarships allocated for participation in summer and winter school courses, the host institution submits the report on the principal activities and expenses in the free form to the foundation within one month from the end of courses.

Annex 1 of the guide of national scholarship programme for international students, researchers and academic staff

The countries with which the international contracts have been concluded where the quotas of scholarships and mobility grants have been provided:

1. The People's Republic of China
2. Israel
3. Greece
4. Poland
5. Czech Republic
6. Turkey

Annex 2 of the guide of national scholarship programme for international students, researchers and academic staff

The countries with which the international contracts have been concluded which enable the exchange of students, researchers and academic staff:

1. United States of America
2. Armenia
3. Azerbaijan
4. Belgium
5. Brazil
6. Bulgaria
7. Egypt
8. Philippines
9. Georgia
10. Spain
11. Croatia
12. India
13. Indonesia
14. Italy
15. Canada
16. Kazakhstan
17. The Republic of Korea
18. Cyprus
19. Lithuania
20. Latvia
21. Mexico
22. Moldova
23. Portugal
24. France
25. Germany
26. Slovenia
27. Finland
28. Sri Lanka
29. United Kingdom
30. Thailand
31. Tunisia
32. Ukraine
33. Hungary
34. Russia

Annex 3 of the guide of national scholarship programme for international students, researchers and academic staff

Pre-selection quotas of applications in higher education institutions

The quota distribution calculation is based on the number of Master's curricula in English registered in the Estonian Education Information System and which are opened for reception based on the data of October 2016 the distribution is as follows:

School	Number of curricula in EN	Quota	
Mainor	1	1,47	5
EKA	5	7,35	7
EMU	2	2,94	5
EMTA	4	5,88	6
Euroakadeemia	2	2,94	5
EBS	3	4,41	5
TUT	20	29,41	29
Tallinn Uni	13	19,12	19
Tartu Uni	18	26,47	26
Total			107