

**National scholarship programme for foreign students, researchers and lecturers  
SCHOLARSHIP FOR STUDIES IN HIGHER EDUCATION INSTITUTION  
Guidelines 2018**

Validated No.

The purpose of the guidelines is to provide the conditions and procedure of the payment of scholarships awarded by the national scholarship programme for foreign students, researchers and lecturers for studies in higher education institutions. The implementation of the programme is organized by Foundation Archimedes (hereinafter the foundation).

**GENERAL PRINCIPLES**

1. The scholarship supports foreign students in their studies at the Estonian higher education institutions.
2. The scholarship can be applied for by the foreign students who wish to study at a higher education institution in Estonia during the 2018/2019 academic year at formal studies or as an exchange student.
3. The scholarship supports master's and PhD studies in all fields. In the first stage of higher education, the scholarship can only be applied for fields that are related to Estonian language and culture.
4. Applications are accepted from students from countries who are the citizens of one of the countries listed in Annex 1 or whose home university is located in one of those countries.

**AMOUNT AND PAYMENT OF THE SCHOLARSHIP**

5. The scholarship can be used for both exchange studies and formal studies.
  - 5.1. In case of exchange students, the scholarship is paid during the period of studying in Estonia but not more than for ten calendar months per year. The scholarship is paid for exchange studies that last more than one month.
  - 5.2. The scholarship is paid for the period between the first day of tuition until the last day of tuition according to the dates approved by the host institution.
  - 5.3. Students of formal studies are paid a scholarship for 12 months a year. In order to receive scholarship in the next academic year, 75% of the volume of the previous academic year must be completed according to the curriculum (cumulatively).
  - 5.4. The decision to award scholarship for the applicant does not guarantee their admittance to the required higher education institution. The applicant must submit the required documents to the higher education institution in accordance with the admission requirements. The final decision about awarding the scholarship will be made after the confirmation of admittance.

6. The scholarship rates are established by the decree of the Minister of Education and Research.
  - 6.1. The scholarship rate for the first stage studies and master's studies of higher education is 350 euros per month.
  - 6.2. The scholarship rate for PhD studies is 660 euros per month.
  - 6.3. Other expenses will not be covered.
7. The scholarship is paid for full months. One full month is deemed to be a period of 30-days. If the studies do not last for a full calendar month, the scholarship is paid in an amount that is proportional to the number of tuition days in that month.
8. The scholarship is paid to the host institution, who then organizes the transference of the scholarship to the grantee.

#### **APPLICATION**

9. The applications are accepted once a year. The application deadline is May 1, 2018 (the possibility to submit applications closes automatically in the environment on May 2 at 00:00). The possibility to submit the application will open one month before the deadline.
10. The application, which contains the motivation letter, must be submitted in the electronic application environment ([www.archimedes.ee/taotlused](http://www.archimedes.ee/taotlused)) along with the following annexes:
  - 10.1. copy of passport or ID card;
  - 10.2. a confirmation letter of the higher education institution about admittance and the study period or about submitting the admission documents.
11. If the documents are not Estonian or English, they must be provided with translations either in English or in Estonian.
12. All documents must be uploaded to the application system. Documents signed on paper shall be presented in scanned form. The Foundation has the right to check the correspondence of the submitted documents to the originals.
13. Applications that are not complete or arrive late will not be accepted. In case of the absence of eligible candidates, the Commission reserves the right not to grant the scholarship.
14. 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.
15. As an exception, scholarship may be awarded without the application, provided that the grantee has been appointed directly by the Ministry of Education and Research.

#### **GRANTING SCHOLARSHIP**

16. Applications are evaluated and the decision about granting the scholarship is made by the Commission.
17. The applications are assessed considering the following:
  - 17.1. deliberateness of the motivation letter;

- 17.2. the overall quality of the application.
18. In case of equal applications, applications from the group A countries listed in Annex 1 are preferred in the first order and applications from the group B countries in the second order.
19. The data of the approved applicants will be forwarded to the host institution.
20. If the applicant does not start with their studies, they lose the right to use the scholarship.

#### **PAYMENT OF THE SCHOLARSHIP AND REPORTING**

21. The Foundation shall pay the scholarship to the host institution within 21 days from the conclusion of the respective contract.
22. Extension of the scholarship period after confirmation of the results of the scholarship competition is possible only with the written consent of the Foundation.
23. The report about the use of the scholarship is submitted to the Foundation by the host institution. A free-form report about the activities and costs is submitted:
  - 23.1. about the grantees of autumn semester by February 1 at the latest;
  - 23.2. about the grantees of spring semester by July 1 at the latest.



## ANNEX 1

### Group A countries:

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

### Group B countries:

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
35. Vietnam