

KRISTJAN JAAK SCHOLARSHIP FOR STUDY PERIODS ABROAD Guidelines 2017

Validated at 31.03.2017

PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to establish the scholarship scheme of study periods abroad of the Kristjan Jaak programme, the conditions for applying for and using the scholarship, and arrangements for payment thereof.

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

- timely preparation and necessary coordination of the programme documentation;
- mediation and publication of information, including the organization of information days;
- counselling the applicants, grantees and other involved parties;
- conducting the calls for applications, including the organization of assessing and selecting the applications;
- preparation, conclusion and termination of contracts, paying scholarships, monitoring the execution of the contracts and analysis of the reports;
- informing the public.

The Foundation is guided in its activities by the objectives of the programme, validated guidelines and guidelines of the Board and the Ministry of Education and Research.

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

DESCRIPTION OF THE ACTIVITY

THE PURPOSE AND GENERAL PRINCIPLES OF SCHOLARSHIP

1. The scholarship supports study periods abroad at Master's and Doctoral level at the acknowledged universities and research institutions abroad for up to one year (hereinafter the study periods abroad).
2. Study periods abroad contribute to improve the awareness of masters and PhD students about different study and research practices, also their participation at international research projects and the ability to practice at international working environment.
3. Scholarship for study periods abroad can be used for up to 12 months regarding the educational level.
4. Grantees can be the master's and PhD students of Estonian higher education institutions who wish to pass part of their studies abroad, and also the master's and PhD students of universities abroad who use the scholarship for partially financing their studies.

5. The scholarship can be used for participating at tuition and practice, also for individual work, laboratory work, field work and consultations in case of PhD students.
6. The studies must take place from the 1st of August of the application year until the 30th of September of the following year. During the study periods abroad there must be active tuition in the host educational institution.
7. Awarding the scholarship shall be determined by the Kristjan Jaak programme board (hereinafter the Board) constituted by the 18 November 2015 Decree No. 429 of the Minister of Education and Research.

REQUIREMENTS FOR THE GRANTEE

8. The scholarship can be applied for by the Estonian citizens, by the persons staying in Estonia with permanent residence permit and foreigners who study at Estonian higher education institutions, and who, at the moment of using the scholarship, are:
 - 8.1. Master's or PhD students;
 - 8.2. students who study at integrated curricula and who have completed at least 180 ECTS of the curriculum by the time of the short study visits.
9. The application must be submitted by the user of the scholarship.
10. The scholarship can be applied for once a year during the respective level of studies.
11. The scholarship can not be applied for by the persons:
 - 11.1. who study at Master's or Doctoral studies at an Estonian higher education institution and who wish to suspend their studies here to continue studies only at a university abroad;
 - 11.2. who study at a university abroad and wish to apply for scholarship for student exchanges in some other university abroad;
 - 11.3. who apply for the scholarship for studying in lower educational levels (for example a PhD student for Master's studies);
 - 11.4. who apply for the scholarship for studying at the same educational level for the second time (for example a second Master's degree), except in exceptional cases.

AMOUNT OF THE SCHOLARSHIP

12. The scholarship consists of subsistence grant (fixed amount for each month) and travel grant (fixed amount per round trip).
13. When calculating the scholarship amount, unit prices are used, which are confirmed by the regulation of the Minister for Education and Research.
14. Travel grant is paid for covering the expenses for travelling from the point of departure to the destination (to the location of the university abroad or research institution) and back. When granting scholarship, the start and end point of the study periods abroad is deemed to be the same city. It is not possible to receive the grant for only one direction of travel. The funding includes the trips starting both from Estonia and abroad. Travel grant can be applied for maximum of two times (2 round trips a year).
 - 14.1. The amount of travel grant depends on the distance between the point of departure and the destination. When calculating the distance, the European Commission's web-based calculator is used http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

14.2. If the distance between the point of departure and the destination 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.

14.3. If the distance between the point of departure and the destination is 100,00 km or more, the travel expenses shall be reimbursed on the basis of fixed price[1] on the basis of the rates brought out in the following table:

	Distance from a city to a city (one direction)[2]	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 or more km	EUR 1100

14.4. The travel grant reimbursed on the basis of unit prices contains all the travel-related costs, including transportation to the airport and from the airport to the destination. Visa costs are not compensated.

15. Subsistence grant covers accommodation and subsistence costs of the grantee.

16. Subsistence grant is paid for up to 12 months.

17. The flow subsistence allowance unit price is set for the calendar. The grantee must stay at the university or research institution abroad during the scholarship period (except for the winter and spring breaks). If practice is included in the scholarship period, the grantee may also stay at the place of practice. The length and content of the practice must be separately brought out in the application. Practice and the studies must take place in the same country and the supervisor has to confirm the fitness of the place of the practice in their recommendation letter.

18. The Foundation may adjust the amounts of the applied grants if the amount in the application differs from the amount calculated based on unit prices.

19. It is allowed to use other sources of funds to cover the costs intended to be covered by the scholarship, if the conditions of the other sources consider it possible. Gaining or applying for additional funding must be brought out in the application.

20. The amount of the scholarship approved by the programme board can not be increased.

DEADLINES

21. Scholarship applications are accepted twice a year. The given guidelines applies to the following application deadlines: 1.05.2017 and 1.10.2017.

22. The application along with the required additional documents must be submitted no later than by the announced deadline.

[1] For example, if the point of departure is Tartu and the destination is Uppsala, the distance between the two cities is 543,47 km according to the European Commission's calculator, which falls in the range of 500-1999 km. The amount of travel grant for travelling on the route Tartu-Uppsala-Tartu is 275 euros.

[2] 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.

APPLICATION

23. The application with all the required annexes must be submitted via the electronic application environment www.archimedes.ee/taotlused. Submitting applications becomes available one month before the deadline.
24. The applicant must timely submit the following documents:
 - 24.1. application in Estonian along with the motivation letter (volume of 300-600 words);
 - 24.2. workplan for the study periods abroad (volume of 500 to 1500 words);
 - 24.3. a recommendation letter from the thesis supervisor or a significant lecturer;
 - 24.4. confirmation about studying at the higher education institution issued by the higher education institution;
 - 24.5. confirmation of the university or research institution abroad about the acceptance of the student for the period brought out in the application.
25. All documents must be uploaded to the application system. Documents signed on paper shall be presented in a scanned form.
26. The Foundation has the right to check the correspondence of the uploaded documents to the originals.

BASIS OF SELECTION

27. The applications which meet the criteria are assessed by the sectoral experts. Each application is assessed by at least three experts.
28. Experts shall assess the applications on the basis of an evaluation sheet based on four aspects:
 - quality of the application (clear objectives and work plan);
 - applicant's motivation (based on the motivation letter);
 - soundness for the chosen higher education institution;
 - relevance of the recommendation letter of the supervisor.
29. Allocating scholarships is decided by the experts of the program board on the basis of the given rates. The board has the right to select among the applicants who have received the equal aggregate amount. The decisions to allocate scholarships is fixed in the minutes of the board meeting. The board's meeting is final and is not subject to re-examination.
30. The assessment procedure takes two months from the date of the announced deadline.

SIGNING THE CONTRACT AND PAYING THE SCHOLARSHIP

31. Before signing the contract, the grantee has to submit the document confirming the acceptance to the university or research institution abroad (except in case such document has already been submitted along with the application).
32. The Foundation shall conclude the contract with the grantee generally one month before the start of the studies, which provides the amount and conditions of use of the scholarship.

33. In case of study periods abroad which lasts up to 6 months (inclusive), the scholarship is paid in one instalment. In case of study periods abroad which lasts for 7 or more months, the scholarship is paid in two instalments.
34. The first instalment, which includes a scholarship for the first 6 tuition months, shall be transferred not later than 2 weeks before the start of the study periods abroad, but not before signing the scholarship contract.
35. The second instalment shall be transferred after the first 6 tuition months but not before submitting the correct interim report.
36. Advance payment of the scholarship is not made to the individuals who have outstanding contractual obligations with regard to the Foundation.
37. In the relevant documentation and speeches, the grantee is obliged to refer to the Ministry of Education and Research and the Foundation as the subsidizer of the tuition.

REPORTING

38. All the grantees must submit an interim report within one month after the end of the study periods abroad. The report is submitted in the application environment electronically.
39. The report includes:
 - 39.1. formal report;
 - 39.2. dated confirmation letter from the university or research institution abroad about studying there during the scholarship period (in a scanned form);
 - 39.3. overview about the work done (500-1500 words) with the signature of the foreign supervisor (in a scanned form).
40. In case of study periods abroad which lasts 7 months or longer, the interim report must be submitted after 5 months. The deadline for submitting the interim report is set out in the scholarship contract. The interim report and the annexes thereto shall be sent to the Foundation by email. The interim report includes a brief summary in free-form about the activities abroad (500-1500 words) and the confirmation of the university abroad (or the supervisor) about participating at the tuition during the scholarship period (in a scanned form).
41. The Foundation has the right to check the correspondence of the submitted documents to the originals.
42. In case the report or the confirmation letter is not submitted in time or if it occurs that the scholarship has not been used purposefully, the grantee is obliged to pay back the scholarship.

DOCUMENTATION

43. THE FOUNDATION PRESERVES THE DOCUMENTS AND DATA RELATED TO THE DOCUMENTS OF THE KRISTJAN JAAK PROGRAMME FOR A SPECIFIED TIME IN ACCORDANCE WITH THE DOCUMENT MANAGEMENT REGULATIONS OF THE FOUNDATION. THE FOUNDATION DOES NOT PRESERVE THE DOCUMENTS SENT BY THE APPLICANTS AND GRANTEES WHICH ARE NOT REQUIRED IN THIS GUIDELINES.