

SCHOLARSHIP GUIDELINES FOR DORA PLUS ACTIVITY 1.2 PhD STUDENT MOBILITY

PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to set out the terms and procedures for the scholarships of the activity 1.2 “Study and research related mobility of Estonian doctoral degree students” (hereinafter the PhD student mobility) of Action 1 “Participation of young researchers in the international circulation of knowledge” of the programme “Internationalisation of research and higher education, supporting mobility and new generations Dora Plus”. The general conditions for the provision of the support are determined by the Decree of the Minister of Education and Research No. 1.1-2/15/471 from 9 December 2015.

The calls for scholarship applications for PhD student mobility are organised and beneficiaries are selected by the universities. The payments to the beneficiaries are organized by the Department of Internationalization of the Education and Youth Authority (hereinafter the authority).

PURPOSE OF THE SCHOLARSHIP

1. The purpose of the scholarship for PhD student mobility is to improve the awareness of doctoral degree students of diverse teaching and research practices, encourage their involvement in international co-operation projects, improve the completion rates of doctoral studies, and strengthen the compliance of doctoral studies at Estonian universities with the principles of innovative doctoral studies.

CONDITIONS FOR THE SCHOLARSHIP

2. The scholarship supports learning mobility of PhD students from Estonian universities to universities or research institutions abroad in order to study, participate in trainings or study related internships, do individual work, work in a laboratory, participate in field-work and consultations.
3. PhD students may apply for the scholarship more than once during their study period, provided that each mobility period lasts for at least 31 days. The scholarship can be awarded for a maximum of 10 months in total. Learning mobility which lasts less than 31 days shall be supported under the guidelines of Dora Plus sub-activity 1.1.

SCHOLARSHIP AMOUNT

4. The scholarship can be pursued to cover the costs related to the mobility. The amount of the scholarship is calculated based on the fixed unit prices of the travel grant and the subsistence grant for PhD student mobility. It depends on the period of mobility stated in the financial contract.
5. The travel grant can be pursued to cover the cost of return travel from the point of departure to the destination (the location of the university or research institution abroad). The travel cost for a one-way trip shall not be reimbursed. The starting and end points of travels shall always be in the same city. The point of departure can be in Estonia or abroad, however, the starting point and the destination cannot be in the same country. The need for starting and ending the mobility abroad shall be assessed by the university nominating the candidate.

- 5.1. The amount of the travel grant depends on the distance between the starting point and the destination. Only the online calculator of the European Commission shall be used for calculating the distance:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

- 5.2.If the distance between the point of departure and the destination is up to 99,99 km (included), the travel expenses shall be reimbursed in the amount of up to 180 euros on the basis of actual costs. The actual costs shall be substantiated by a travel ticket or its invoice (if the cost is not indicated on the ticket) or a fuel cheque. The use of a private car is allowed with the prior consent of the authority. In case of ferry tickets, only the transportation of people shall be reimbursed (the crossing of vehicles shall not be covered). The cost of public transport shall be covered for travelling to the destination of the event and back. Season tickets shall not be reimbursed.
- 5.3.If the distance between the starting point and the destination is 100 km or more, the travel cost shall be reimbursed on the basis of the fixed unit prices¹, as provided in the following table:

	Distance from city to city (one way) ²	Travel grant for a round trip
1	100 – 499 km	180 euros
2	500 – 1999 km	275 euros
3	2000 – 2999 km	360 euros
4	3000 – 3999 km	530 euros
5	4000 – 7999 km	820 euros
6	8000 > km	1100 euros

The travel grant calculated based on the fixed unit prices includes all travel-related costs, including transportation to airport and from airport to the destination.

6. The subsistence grant of the PhD student mobility shall be paid to cover the accommodation and living expenses of the beneficiary.
- 6.1.The subsistence grant is calculated based on the unit prices that are fixed for each destination country. These unit prices are set out in the annex to the guidelines. It is not possible to apply for a Dora Plus PhD student mobility scholarship to go to countries where no unit price has been established.
- 6.2.The unit prices for the PhD student subsistence grant are established per day. The basis of the calculation of the PhD student subsistence grant is the number of mobility days indicated in the contract³. The subsistence grant may be pursued for the period indicated in the individual work plan (see clause 12.2). One additional day before and one day after the period of studies can be funded. The beneficiary shall indicate the need for the additional days in the data file submitted for the contract.
7. It is not allowed to use other sources of funding to cover the costs covered by the scholarship.

APPLICATION PROCESS

8. The calls for applications for the PhD student mobility shall be organised by the universities, which are responsible for the selection of beneficiaries based on the scholarship guidelines,

¹For example, if the point of departure of the learning mobility is Tartu and the destination is Uppsala, the distance between the two cities is 543,47 km according to the European Commission's calculator. This falls into 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 into the range of 499-500 km, 1999-2000 km, etc., the result shall be rounded to the whole number prior to the determination of the unit price.

³ For example: calculating the PhD student subsistence grant for a scholarship period in Sweden from August 25 to December 10. The scholarship period is 108 days. Therefore, the subsistence grant is $108 * 41.5 = 4482$ euros.

institutional priorities and other terms as well as the quota established by the authority. The priorities and selection criteria, as well as the application deadlines shall be publicly available.

9. The quota for PhD student mobility scholarships is calculated based on the total number of PhD students at the university and the utilization of the quota for the previous academic year.
10. The universities can forward the data of new beneficiaries to the authority by March 1, June 1, September 1, October 1, and December 1. The university submits the data of PhD students both in a digitally signed file and through the electronic application system (www.archimedes.ee/taotlused), usually no later than 4 weeks before the start of the learning mobility. The data must include the name and contact details of the PhD student, the purpose and period of the learning mobility, the destination country and the amount of the scholarship awarded to the beneficiary.
11. If it becomes apparent before the payment of the scholarship that the selected PhD student is for any reason not able to use the scholarship, the university may nominate a new beneficiary in the same application round.

CONCLUSION OF THE CONTRACT WITH THE BENEFICIARY

12. For further activities, the authority shall contact the PhD student based on the data provided by the university. Prior to the conclusion of the contract, the PhD student shall submit a data file through the electronic application system (www.archimedes.ee/taotlused), which must include the following attachments:
 - 12.1.a confirmation of acceptance from the host university or research institution for the scholarship period (unless there is no host institution). In case of working in a library, archive, museum, an extract from the institution's website stating that the PhD student has access to its services during the learning mobility period;
 - 12.2.a work plan for the duration of the mobility approved and signed by the thesis supervisor.
13. The confirmation of acceptance from the host institution may be submitted through the application system as a scanned copy. The authority has the right to verify its authenticity.
14. If the pursued scholarship amount diverges from the amount calculated on the basis of fixed unit prices or is otherwise incompatible with the terms set out in the guidelines, the authority shall have the right to adjust the data submitted by the beneficiary informing the beneficiary and university thereof.
15. The accuracy of the information provided in the data file is confirmed by the PhD student by signing the contract. The authority usually concludes the contract with the beneficiary no later than 3 weeks before the start of the learning mobility. The contract sets out the amount of the scholarship, the scholarship period and the conditions of its use.
16. If the purpose, duration or any other relevant condition of the PhD student's mobility does not meet the conditions for allocating the grant, the contract shall not be concluded.

PAYMENT AND VALIDATION OF THE USE OF SCHOLARSHIP

17. The scholarship will be paid out for 3 months at a time.
18. The first installment, which includes the subsistence grant for the first 3 tuition months as well as the travel grant, shall be paid out no later than 2 weeks before the start of the study periods abroad, but not before the scholarship contract has been signed.
 - 18.1. If the distance between the point of departure and destination is less than 100 km and the travel costs are reimbursed on the basis of actual costs, the payment of the travel grant shall be made after the expense receipts have been submitted to the authority.
19. The following installments will be paid out after the beneficiary has submitted a certificate of attendance for the scholarship period issued by the host institution. These

certificates shall be sent to the authority by e-mail. After the first 6 tuition months, the beneficiary shall also submit a work plan signed by the Estonian supervisor for the activities carried out during the scholarship period (in case a preliminary work plan was submitted with the application).

20. If the beneficiary has not fulfilled the obligations undertaken with the previous contracts with the authority, the payment of the scholarship may be made on the basis of documents submitted after the mobility.
21. The scholarship can only be used to finance the learning mobility covered by the contract. If, after the conclusion of the contract, but before the start of the learning mobility, there is a justified need to change the duration, destination or purpose of the learning mobility, the amendment shall be agreed in writing with the authority and a corresponding annex to the contract shall be concluded. If during the learning mobility it becomes apparent that the final dates for the learning mobility differ from the dates stipulated in the contract, the authority must be informed about it in writing and, if necessary, an annex to the contract reflecting the change shall be concluded. The authority shall inform the university of any changes in the contract.
 - 21.1. The beneficiary can pursue a scholarship for the short study visits (Dora Plus sub-activity 1.1), during the period of PhD student mobility⁴ but only if the destination of the short study visit is in a different country. It however must be taken into account that the scholarships for the PhD student mobility and for the short study visits cannot be granted for the same periods of time. The use of the PhD student mobility subsistence grant shall therefore be temporarily suspended with the annex to the financial contract. The beneficiary shall return to the authority the PhD student mobility subsistence grant awarded for the period.
22. After returning from the mobility, the PhD student must submit a formal confirmation of attendance issued by the host institution or organiser of the event, containing the actual dates of studying and working abroad or a confirmation letter of Estonian supervisor/direct superior and transport tickets, which prove that the study visit has taken place in the period stipulated in the contract (only if there is no host institution based on the contract).
 - 22.1. If the travel costs are reimbursed on the basis of actual costs, a travel ticket or its invoice (if the cost is not stated on the ticket) or a fuel cheque (in case the use of a private car has been previously agreed on) must be provided. A payment order must also be submitted with the ferry ticket, flight ticket and fuel cheque, proving that the beneficiaries have covered the cost themselves.
 - 22.2. The confirmation of attendance proving that the learning mobility has taken place may not be dated earlier than the last working day of the learning mobility.
23. The documents proving the use of the scholarship must be submitted within 15 calendar days after the end of the mobility, using the online form at the authority's electronic application system (www.archimedes.ee/taotlused). In case of scanned documents, the authority can check the compliance of the documents with the original.
24. The authority shall verify the compliance of the submitted documents with the terms of these guidelines and the contract concluded with the PhD student.
25. The authority shall have a right to reclaim a part of the scholarship from the beneficiary if the confirmation of attendance issued by the host institution indicates a shorter period of mobility than agreed in the contract.
26. The authority shall have a right to fully reclaim the scholarship paid to the PhD student if:

⁴ [Scholarship guidelines](#) for Dora Plus sub-activity 1.1 Short-term Learning Mobility

- 26.1.the PhD student's participation in the activities for which the scholarship was awarded has not been proven;
- 26.2.the period of the learning mobility was less than 31 calendar days on the basis of the documents proving the use of the scholarship;
- 26.3.the misuse of the scholarship or the coverage of the costs from several sources becomes apparent.

ACKNOWLEDGEMENT OF FINANCIAL SUPPORT

- 27. The Dora Plus scholarships for learning mobility are funded by the European Regional Development Fund and the Republic of Estonia. The information requirements of European Union Structural Funds shall be followed and respected when using the scholarship. The articles, publications, slides and the likes, and oral presentations related to the learning mobility shall acknowledge the support of European Union by using the European Regional Development Fund's double logo⁵ or referring to the support verbally (for example: "The research for this article was conducted with the support from the European Regional Development Fund").
- 28. The lists of beneficiaries are public.

DATE OF ENFORCEMENT OF THE GUIDELINES

- 29. The guidelines apply to the funding contracts concluded with the beneficiaries as of August 1, 2020.

⁵ The design files of the logo are available at <http://haridus.archimedes.ee/teavitamine>

Appendix to the guidelines

The unit prices of subsistence grant for the scholarship of PhD student mobility

<i>Riik</i>	<i>Ühikuhind (euro)</i>
Albaania	22,0
Alžeeria	25,0
Ameerika Ühendriigid	33,5
Angola	43,5
Araabia Ühendemiraadid	31,0
Argentina	22,0
Armeenia	25,5
Aserbaidžaan	30,0
Austraalia	35,5
Austria	36,0
Bangladesh	20,5
Barbados	38,0
Belgia	34,0
Belize	26,0
Benin	33,0
Bermuda	51,5
Boliivia	23,0
Bosnia ja Hertsegoviina	23,5
Botswana	17,5
Brasilia	33,0
Bulgaaria	21,0
Burkina Faso	32,5
Burundi	25,0
Cabo Verde	24,5
Comoros	23,5
Costa Rica	28,0
Côte d'Ivoire	33,5
Djibouti	29,5
Dominikaani Vabariik	21,5
Ecuador	25,5
Egiptus	19,5
El Salvador	23,5
Eritrea	33,5
Etiopia	29,0
Fidži	23,0
Filipiinid	25,0
Fääri saared	46,0
Gabon	36,5
Gambia	23,5
Ghana Vabariik	21,5
Gruusia	25,5

<i>Riik</i>	<i>Ühikuhind (euro)</i>
Guajaana	21,0
Guatemala	28,0
Guinea	25,0
Guinea-Bissau	32,5
Haiti	32,0
Hiina Rahvavabariik	31,0
Hispaania	32,5
Holland	36,5
Honduras	25,0
Hongkong	34,0
Horvaatia	28,5
Ida-Timor	30,5
Irimaa	39,0
Iisrael	36,0
India	21,5
Indoneesia	23,5
Island	39,0
Itaalia	35,5
Jaapan	36,0
Jamaica	31,0
Jeemen	27,5
Jordaania	29,5
Kambodža	25,5
Kamerun	32,5
Kanada	30,0
Kasahstan	28,0
Keenia	27,5
Kesk-Aafrika Vabariik	37,0
Kolumbia	26,5
Kongo DV	46,5
Kongo Vabariik	41,0
Kosovo	22,0
Kreeka	30,0
Kuuba	26,5
Kõrgõzstan	27,0
Küpros	28,0
Laos	30,0
Leedu	24,5
Lesotho	16,5
Libeeria	37,5
Liechtenstein	41,0
Liibanon	29,5
Liibüa	19,5

<i>Riik</i>	<i>Ühikuhind (euro)</i>
Luksemburg	34,0
Lõuna-Aafrika	17,0
Lõuna-Korea	33,0
Läti	26,5
Madagaskar	29,0
Makedoonia	20,5
Malaisia	23,5
Malawi	23,0
Mali	32,0
Malta	28,5
Maroko	25,5
Mauritaania	21,0
Mauritius	25,0
Mehhiko	22,5
Moldova	21,0
Montenegro	22,0
Mosambiik	24,0
Myanmar	22,0
Namiibia	21,0
Nepal	26,0
Nicaragua	19,0
Nigeeria	31,5
Niger	28,5
Norra	44,5
Paapua Uus-Guinea	34,5
Pakistan	17,5
Palestiina	37,5
Panama	21,5
Paraguay	23,5
Peruu	27,0
Poola	25,5
Portugal	28,5
Prantsusmaa	39,0
Rootsi	41,5
Rumeenia	23,5
Rwanda	28,0
Saalomoni saared	36,5
Saksamaa	33,0
Sambia	26,0
Samoa	28,0
Saudi Araabia	27,5
Senegal	32,0

<i>Riik</i>	<i>Ühikuhind (euro)</i>
Serbia	23,0
Sierra Leone	36,0
Singapur	38,5
Slovakkia	27,5
Sloveenia	29,0
Soome	41,0
Sri Lanka	23,5
Sudaan	34,0
Suriname	19,0
Suurbritannia	47,5
Süüria	26,0
Svaasimaa Kuningriik	18,0
Šveits	41,0
Taani	46,0
Tadžikistan	21,0
Tai	24,5
Taiwan	28,0
Tansaania	22,0
Togo	28,5
Tonga	29,0
Trinidad ja Tobago	27,5
Tšaad	40,0
Tšehhi Vabariik	27,5
Tšiili	20,0
Tuneesia	23,0
Türgi	28,0
Türkmenistan	21,5
Uganda	24,0
Ukraina	24,0
Ungari	26,0
Uruguay	28,5
Usbekistan	22,5
Uus-Kaledoonia	39,5
Uus-Meremaa	33,5
Valgevene	20,0
Vanuatu	36,5
Venemaa	35,5
Venezuela	30,5
Vietnam	18,0
Zimbabwe	31,0