
GUIDELINES FOR APPLYING FOR SUMMER OR WINTER COURSE SCHOLARSHIP OF THE ACADEMIC STUDIES OF ESTONIAN LANGUAGE AND CULTURE ABROAD (EKKAV) PROGRAMME

PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to establish the conditions for applying for and using the summer or winter course scholarship of the academic studies of Estonian language and culture abroad programme and arrangements for payment thereof. The scholarship is granted by the programme council (hereinafter: the Council) who also involves experts, if necessary. The programme council is composed in accordance with Decree No. 246 of the Minister of Education and Research of 15 June 2018.

The scholarship is funded by the Ministry of Education and Research from the funds allocated to the Education and Youth Board (hereinafter: the Board) for that purpose.

The activities are organized by the Education and Youth Board. Organizing involves, among other things, the following:

- mediation and disclosure of information in different information channels;
- management of the calls for applications, including preparation of evaluation;
- communication with applicants;
- presentation of the conditions and forms of the application;
- analysis of applications and bringing out the main reasons for rejection;
- forwarding the grantees' data to hosting universities;
- informing the public.

The compiling and improving of the given guidelines and the awarding of scholarships is coordinated by the department of internationalisation of the Education and Youth Board.

DESCRIPTION OF THE ACTIVITY

THE PURPOSE AND GENERAL PRINCIPLES OF SCHOLARSHIP

1. The purpose of the activity is to improve the knowledge of the students interested in the Estonian language and culture about Estonia, Estonian language and culture, by enabling them to participate in Estonian language and culture summer or winter courses organised by the Estonian universities.
2. The scholarship can be applied for by all the international students who are enrolled at a university abroad, while applying the scholarship – and are not exchange students in Estonia while applying the scholarship. The applicant should be studying Estonian or should have previously studied Estonian.
3. The scholarship approved by the Council usually covers the accommodation expenses, tuition fees of the courses and the expenses of the cultural programme of the courses, however, the types of expenditure may differ depending on the course. Information about a specific summer or winter course scholarship can be found on the website of the Board.
4. The applicant is expected to indicate in the application form, which specific Estonian language and culture summer or winter course he/she prefers. In case the applicant has no preference for courses, and can participate in one or the other, the Board can offer participation of its choice. A free post will be granted for one course only.
5. In case the applicant wishes some other form of accommodation than the bed in a double room provided by the scholarship, the applicant has to pay the difference. If the applicant decides to use other possibilities for accommodation, the cost of the accommodation has to

be paid by the applicant. If the applicant does not need accommodation, he or she is asked to state this in the application.

DEADLINES

6. Scholarship applications are accepted at least once a year. The application rounds will be decided by the head of the department of internationalization and are made public on the Board 's website.
7. The application must be submitted no later than by the announced deadline.

APPLICATION

8. The application for EKKAV programme summer or winter course scholarship is submitted electronically. The application environment can be found at <https://taotlused.edu.ee/>. The possibility to submit applications opens two weeks before the announced deadline at the latest.
9. Required documents have to be submitted through the application system. The applicant does not have to send the application via (e-)mail. The application has to be filled in and submitted (by clicking `submit` after filling in the application). The applicant does not have to sign the documents. By submitting the documents in the application system the applicant has confirmed that all required documents are correct, and submitting is being considered as the applicant's signature.
10. The application must be accompanied by the recommendation letter of the applicant's Estonian language teacher or lecturer. The recommendation letter can be uploaded in the application system or is sent to the EKKAV programme specialist of the Education and Youth Board timely via e-mail.
11. The applicant must timely submit the formal application to the Board. Applications not submitted in time will not be processed.

BASIS OF SELECTION

12. Eligible applications will be evaluated by a three-member evaluation committee, which will be composed for each application round by members of the Council. The evaluation committee is set before the application round opens (one month before the application deadline at the latest).
13. The evaluation committee will take into account the following criteria during evaluation:
 - applicant's motivation (including additional value deriving from participation in the course);
 - relevance of the recommendation letter by the Estonian teacher or lecturer.
14. The budget intended for the application round (number of grants) will be set and presented to the evaluation committee before the evaluation. The evaluation committee reviews the applications based on the evaluation criteria and on the basis of simple majority vote compiles a ranking list of applications which is presented to the Council as a funding proposal. The evaluation committee has a right to consult area experts.
15. Granting the scholarship is decided by the Council based on the proposal by the evaluation committee and in consideration with the programme budget. The Council has the right to make a final decision, including altering the ranking list of applications on the basis of grounded considerations.
16. In case of applicants from the same university abroad, the Council can take into account the ranking list of students presented by the university's Estonian language and culture lecturer.
17. The reasoned funding decisions (including not granting funding) are fixed in the minutes of the meeting of the Council.

- 18.** The evaluation and decision procedure normally takes until 45 days from the date of the announced application deadline.
- 19.** The Board notifies the applicants about the decision of the Council.

SIGNING THE CONTRACT

- 20.** The university conducting summer or winter courses concludes the agreement with the grantees chosen by the Council (if needed), which states the rights and obligations of the parties. Additional information about the conclusion of the agreement is provided by the contact person of the university conducting summer or winter courses.
- 21.** The scholarship will be transferred directly to the account of the hosting university to grant a place at the applied course. The scholarship will not be transferred to the account of the grantee.

REPORTING

- 22.** The grantee is not obliged to report to the Board. If the university conducting summer or winter courses wishes to receive reports from the grantee, the university and the grantee shall agree upon this privately.

NOTIFICATION PROCEDURE ABOUT USING THE GRANT

- 23.** The list of the grantees is published on the website of the Board.