

GUIDELINES OF THE KRISTJAN JAAK SCHOLARSHIP FOR STUDY PERIODS ABROAD

Validated on 20.02.2020 No. 1-11.1/4541

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 its payment.

The implementation of the Kristjan Jaak programme is organized by the Archimedes Foundation (hereinafter the Foundation). The organizing 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, scholarship payments, 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, the scholarship guidelines and the 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 National Higher Education Programmes Unit of the Education Agency of the Foundation.

DESCRIPTION OF THE ACTIVITY

THE PURPOSE AND GENERAL PRINCIPLES OF THE SCHOLARSHIP

1. The scholarship supports study periods abroad at a recognized foreign university or research institution at master's and PhD level (hereinafter as study periods abroad). The study periods abroad can last from 31 days to 12 months.
2. Study periods abroad contribute to improving the awareness of master's and PhD students about different study and research practices. It also facilitates their participation in international research projects and develops their ability to work in an international working environment.
3. Scholarship for study periods abroad can be used for up to 12 months per educational level.

4. The scholarship will be awarded for master's and PhD students of Estonian higher education institutions who wish to complete a part of their studies abroad.
5. The scholarship can be used for participating in tuition and traineeships. PhD students can also use the scholarship for individual work, laboratory work, field work and consultations.
6. The studies must take place from 1 July of the application year until 30 September of the following year. During the study periods abroad active tuition in the host institution must take place.
7. Awarding the scholarship shall be determined by the Kristjan Jaak programme board (hereinafter the board) appointed by the Minister of Education and Research.

REQUIREMENTS FOR THE GRANTEE

8. The scholarship can be applied for by persons who, at the time of using the scholarship, are:
 - Master's or PhD students of Estonian higher education institutions;
 - Students of integrated curricula of Estonian higher education institutions, who have passed at least 180 ECTS of the curriculum by the time of their study period abroad.
9. The application must be submitted by the user of the scholarship.
10. The scholarship can be used a maximum of two times per educational level, taking into account that the minimum duration of one study period is 31 days and the scholarship can be applied for a maximum of 12 months in total.
11. The grantee undertakes to continue their studies in their current higher education institution in Estonia after completing their studies abroad.

AMOUNT OF THE SCHOLARSHIP

12. The amount of the scholarship is calculated on the basis of unit prices for travel and living expenses.
13. Unit prices that are used when calculating the scholarship amount are confirmed by the regulation of the Minister for Education and Research.
14. The travel expenses can be reimbursed for travelling from the point of departure to the destination (to the location of the university or research institution abroad) and back. When granting the scholarship, the start and end point of the study periods abroad is considered to be the same city. It is not possible to receive the scholarship for a one-way trip. The scholarship can fund trips starting both from Estonia and abroad. The travel expenses can be reimbursed for a maximum of two times (2 round trips a year).
 - 14.1. The amount of the reimbursed travel expenses depends on the distance between the point of departure and the destination. When calculating the distance, the European

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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 (included), the travel expenses shall be reimbursed in the amount of 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 price¹, taking into account the rates in the following table:

	Distance from city to city (one direction) ²	The amount of reimbursed travel expenses 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 or more km	1100 euros

14.4. The travel expenses reimbursed based on unit prices include all travel-related costs, including transportation to airport and from airport to the destination. Visa costs shall not be reimbursed.

15. The living allowance shall cover the grantee's accommodation and living expenses.
16. The living allowance that is meant to cover the living expenses is paid for up to 12 months.
17. The unit price of the living allowance is set for one calendar day. The grantee must stay at the university or research institution abroad during the scholarship period (except for the winter and spring breaks). If a traineeship is included in the scholarship period, the grantee may also stay at the place of traineeship. The length and content of the traineeship must be separately brought out in the application. Traineeship and studies must take place in the same country and the supervisor has to confirm the suitability of the place of the traineeship in their recommendation letter.
18. The Foundation may adjust the amount of the applied grant if the amount in the application differs from the amount calculated based on unit prices.
19. The grantee may not simultaneously receive the Kristjan Jaak scholarship for study periods abroad and the Erasmus+ learning mobility scholarship or the Dora Plus activity 1.2 long-term mobility scholarship. It is however allowed to use the Erasmus+ student exchange agreements to study abroad. All additional funding must be shown in the application.
20. The amount of the scholarship approved by the programme board cannot be increased.

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.

DEADLINES

21. Scholarship applications are accepted twice a year: on May 1 and October 15.
22. The application with the required documents must be submitted no later than by the announced deadline. In the call for applications of May 1, the scholarship period cannot start earlier than July 1. In the call for application of October 15, the scholarship period cannot start earlier than October 1.

APPLICATION

23. The application with all the required annexes must be submitted through the electronic application environment on www.archimedes.ee/taotlused. The call for applications opens one month before the deadline.
24. The applicant must submit the following documents before the application deadline:
 - An application containing general information about the applicant as well as a motivation letter (300-600 words);
 - A work plan for the study periods abroad (500-1500 words);
 - A signed recommendation letter from the thesis supervisor or a significant lecturer;
 - A confirmation letter about studying at the Estonian higher education institution issued by the higher education institution;
 - A confirmation from the foreign university or research institution 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 must 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 sectoral experts. Each application is evaluated by at least two experts. The maximal possible score awarded by one expert for various aspects of the application is 30 points. A ranking list of applicants is compiled based on the aggregate score awarded by the experts. This list is the basis for the decision made by the board. If the summarized score given by two experts differs by 8 points or more, a third expert will assess the application. In this case, the two scores that are closest to each other will be taken into account when compiling the ranking list. If the score given by the third expert falls in the middle of the two previous experts' scores, then the ranking list will be compiled based on double the average of the scores.
28. Experts evaluate the applications based on the following aspects:

- Is the goal of the study periods abroad clear and convincingly reasoned?
 - Is the applicant motivated and has worked on the application thoroughly?
 - Is the work plan well elaborated, reasonable and achievable?
 - How well does the chosen foreign institution suit for studying in this field?
 - Is the letter of recommendation relevant and convincing?
 - What is the added value for Estonia arising from this study periods abroad?
29. The board allocates the scholarships based on the aggregate scores given by the experts. It is within the board's discretion to decide which applications should be supported. If there are several applications with an equal score, but the budget does not allow to support all of them, the board may prefer the applications from fields and higher education institutions that are less represented. The decision to allocate scholarships is fixed in the minutes of the board meeting.
30. The assessment procedure takes up to two months from the date of the announced application deadline.

SIGNING THE CONTRACT AND PAYING THE SCHOLARSHIP

31. Before signing the contract, the grantee has to submit a confirmation of acceptance from the foreign university or research institution (if such a document has not already been submitted together with the application).
32. The Foundation shall conclude the contract with the grantee generally one month before the start of the studies. The contract stipulates the amount and conditions of using the scholarship.
33. For the study periods abroad which last for up to 6 months (included), the scholarship is paid out in one installment. For the study periods abroad which last for 7 months or more, the scholarship is paid out in two installments.
34. The first installment, which includes the scholarship for the first 6 tuition months, 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.
35. The second installment shall be paid out after the first 6 tuition months but not before a correct interim report has been submitted.
36. Advance payments of the scholarship are not made to individuals who have outstanding contractual obligations to the Foundation.
37. In documents and presentations related to the study visit, the grantee shall acknowledge the support of the Ministry of Education and Research, the Kristjan Jaak programme and the Foundation.

REPORTING

38. All grantees must submit a scholarship report within one month after the end of the study periods abroad. The report is submitted electronically in the application environment.
39. The report includes:
 - A completed report form;
 - A dated confirmation letter from the foreign university or research institution about studying there during the scholarship period (in scanned form);
 - An overview of the work done (500-1500 words) with the signature of the foreign supervisor (in scanned form).
40. If the study period abroad lasts 7 months or longer, an interim report must be submitted after 6 months. The deadline for submitting the interim report is set out in the scholarship contract. The interim report and its annexes 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 a confirmation from the foreign institution (or the supervisor) about participating in course work during the scholarship period (in scanned form).
41. The Foundation has the right to check the correspondence of the submitted documents to the originals.
42. If the report or the confirmation letter is not submitted in time or if it transpires 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 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 these guidelines.

PUBLICATION OF RESULTS

44. The list of applicants nominated for Kristjan Jaak scholarship will be published on the webpage of the Archimedes Foundation.