

## **SCHOLARSHIP GUIDE FOR STUDENTS WITH SPECIAL NEEDS**

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### **PURPOSE, SCOPE, RESPONSIBILITY**

The purpose of this guide is to provide the procedures and conditions for the payment of the scholarship for students with special needs (hereinafter also referred to as scholarship) on the basis of the Government Decree No. 178 of 12.20.2013 "Types, value and general conditions of granting scholarships for students."

Allocating scholarships for students with special needs is organized by the agency of internationalization of education by Archimedes Foundation (hereinafter referred to as the Foundation).

When implementing the guide, the personal information submitted to the Foundation is processed in accordance with the requirements of processing of personal data and the protection. The Foundation has a valid contract with the Data Protection Inspectorate for the processing of sensitive personal data.

### **DESCRIPTION OF THE ACTIVITY**

#### **PURPOSE OF THE SCHOLARSHIP**

The purpose of the scholarships for students with special needs (hereinafter referred to as scholarship) is to support students with special needs in obtaining higher education.

The scholarship will support students who have a degree of severity in disability due to the loss of the anatomical, physiological or mental structure or function, or deflection thereof.

#### **PRINCIPLES OF ALLOCATING THE SCHOLARSHIP AND THE VALUE OF IT**

Scholarship is allocated for students with special needs annually for up to ten months of study within the normal period of study, except for the students studying part-time who are entitled to scholarship within two nominal periods of study.

The value of the scholarship of students with special needs is as follows:

- 1) for students with deep or severe level of disability in auditory abnormality - 510 euros per month;
- 2) for students with deep or severe level of disability in motion or visual abnormality - euros 148 per month;

- 3) for students with deep or severe level of other kind of disability which is not mentioned in the points 1) and 2) - 80 euros per month;
- 4) for students with average level of disability in auditory abnormality - 325 euros per month;
- 5) for students with average level of disability in motion or visual abnormality - 68 euros per month;
- 6) for students with average level of other kind of disability which is not mentioned in the points 4) and 5) - 60 euros per month.

Scholarship is paid for students with special needs within the nominal period of study (the estimated volume of the academic year is 60 credits), except for the students studying part-time if the scholarship is paid within two nominal periods of study.

The scholarship is granted and paid as follows:

- 1) for students studying full-time - pursuant to the monthly limits brought out in point 4;
- 2) the value of the scholarship of students with special needs, who are on academic leave and participating in studies full-time or part-time, shall be differentiated on the basis of the volume of the student's completed curriculum (the value of the scholarship depends on the number of actually completed credits).

## **SCHOLARSHIP APPLICATION**

The scholarship can be applied for by the students in applied higher education, bachelor's, master's, bachelor's and master's integrated studies and doctoral studies, if they meet the following conditions:

- 1) he/she is an Estonian citizen or is staying in Estonia as a long-term resident or on the basis of terminal residence permit or permanent or temporary right of residence;
- 2) he/she studies full-time or part-time or is on academic leave;
- 3) he/she is with special needs.

If the student meets the scholarship requirements in terms of profession, results, doctorate, being a student with special needs and/or staying in residential care or in home care, then he/she is entitled to receive more than one scholarship at a time.

Students have the right to apply for a scholarship from their enrollment in the first semester of the academic year. The scholarship can be applied for a maximum of 10 months per academic year (from September to June). The scholarship is not paid for July and August.

Students can submit a scholarship application once per academic year.

If the student studies in several universities and/or on more than one curriculum, the scholarship is granted for one curriculum only. The choice of the curriculum is made by the student when submitting the application and it cannot be changed in the given stage.

The deadline for scholarship application is the 22nd of September (if the scholarship is applied for the whole academic year) and the 20th of February (if the scholarship is applied for the spring semester):

13.1. if the student submits the application on the 22nd of September, then it is not possible to submit an application on the 20th of February, even if the period of the scholarship applied for on the 22nd of September is less than 10 months.

13.2. if the application is submitted on the 20th of February the scholarship is granted maximally until the end of the current academic year (for up to 5 months).

To apply for the scholarship students shall submit the following documents to the Foundation in the electronic environment <http://taotlused.archimedes.ee>:

- standard application form;

- document about the registration to subjects from the students who are on academic leave or study part-time.

The electronic application environment will be opened one month prior to the application deadline.

The application must be submitted no later than by the announced deadline.

The Foundation shall verify the applicant's eligibility for the scholarship and notifies the applicant whether the application meets the requirements.

The Foundation has the right to make inquiries about the data provided in the scholarship application from the university, Social Insurance Agency and the Estonian Education Information System.

## GRANTING AND PAYING THE SCHOLARSHIP

The decision about granting the scholarship or refusing from it is made by the Foundation within one month at most after the application deadline. The decision shall be notified to the student in writing within five working days from the date of decision.

The Foundation will pay the granted scholarship to the student's bank account which is specified in the application, as follows:

- 1) to full-time students the scholarship is paid by the 10th day of the calendar month (excluding August and September). The scholarship is paid for the preceding month, i.e. scholarship for September is paid by the 10th of October, etc;
- 2) to part-time students or students on academic leave who complete the curriculum the scholarship is paid according to the subjects where the student registered himself/herself at the beginning of the semester by the deadline brought out in the point 19.1. If the scholarship is granted for the whole academic year, the student shall submit the document about the registration to subjects to the Foundation also before the start of the second semester along with the certificate from the university about the completed subjects from the previous semester. The scholarship is granted on the basis of the rates set out in the following table:

<b>The basis of the scholarship rate</b>	<b>Scholarship monthly rate in full-time study (EUR)</b>	<b>1 EAP rates for part-time study or academic leave (EUR)</b>
1) auditory abnormality which corresponds to deep or severe level of disability;	510,00	85,00
2) motion or visual abnormality which corresponds to deep or severe level of disability;	148,00	24,67
3) other kind of disability that is not brought out in points 1) and 2) which corresponds to deep or severe level of disability;	80,00	13,33
4) auditory abnormality which corresponds to average level of disability;	325,00	54,17
5) motion or visual abnormality which corresponds to average level of disability;	68,00	11,33
6) other kind of disability that is not brought out in points 4) and 5) which corresponds to average level of disability.	60,00	10,00

Paying the scholarship is terminated from the following date if it occurs that the student is non-compliant with the conditions for applying for the scholarship. If the non-compliance occurs due to the transition to part-time study or academic leave, the scholarship shall be differentiated from the following full month, if necessary.

Before the payments of the scholarship, the Foundation has the right to make inquiries about the data provided in the scholarship application from the Estonian Education Information System and the Social Insurance Agency.

## **RESPONSIBILITIES OF THE GRANTEE**

The grantees with special needs are obliged to inform the Foundation within three (3) working days about the changes in participating in studies. The grantees are obliged to inform the foundation by any means which leaves a written record, if:

- 1) there are changes in study load;
- 2) the student is dismissed;
- 3) the student goes on academic leave;
- 4) or there are other kind of reasons that prevent the student from continuing the studies.

The Foundation is entitled to claim back the overpaid scholarship from the student.