



GUIDELINES FOR APPLYING FOR ESTOPHILUS SCHOLARSHIP. PROGRAMME OF THE ACADEMIC STUDIES OF ESTONIAN LANGUAGE AND CULTURE ABROAD

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PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to establish the conditions for applying for and using the Estophilus scholarship of the programme of academic study of Estonian language and culture abroad 2011-2017, and arrangements for payment thereof. The guidelines of the Estophilus scholarship is based on the point "2.3. Supporting the students of the Estonian language and culture" of the academic study programme of the Estonian language and culture 2011-2017 (hereinafter: the programme), approved on 31.12.2010, according to which the Estophilus scholarship finances the studies and research of the academically advanced students in study centres and of the students interested in-depth in the Estonian language and culture in Estonia. The scholarship is granted by the programme board (hereinafter: the board) who also involves experts, if necessary.

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

The activities are organized by the Education Agency of the Foundation. Organizing involves, among other things, the following:

- mediation and disclosure of information on the Internet and other media, and in other information channels targeting the students;
- management of the calls for applications, including evaluation;
- communication with applicants;
- presentation of the conditions and forms of the application, including the organization of information seminars in all public universities;
- bringing out the analysis of applications and the main reasons for rejection;
- preparation, conclusion and termination of the contracts awarding scholarships, paying scholarships, analysis of the reports and monitoring the execution of the contracts;
- counselling the grantees;
- informing the public.

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

DESCRIPTION OF THE ACTIVITY

THE PURPOSE AND GENERAL PRINCIPLES OF SCHOLARSHIP

- 1.** The purpose of the activity is to support the studies and research of the international students and researchers interested in the Estonian language and culture in Estonia, by thus contributing to the exchange of knowledge and making Estonia more visible. The activity results in increased number of studies related to Estonia and of the students interested in the Estonian language and culture.

2. The scholarship may be applied for by the foreign nationals master students, PhD students and post-doctorate researchers from universities abroad while staying in Estonia for conducting research or collecting material about Estonia. When applying for the scholarship, the Estonian language proficiency is an advantage but not a requirement. The applicant must be the end-user of the scholarship.
3. The scholarship is intended to cover the living expenses, tuition fees and research-related expenses. All other costs have to be covered by the applicant (incl costs for visa or residence permit). The amount of the scholarship is 500 euros per month for all the grantees. The Board may grant a scholarship for up to 10 months.
4. The scholarship period is the period from the first day of tuition until the last day of tuition according to the dates brought out in the confirmation letter of the host institution. The duration of one scholarship period can not be shorter than 30 days.
5. The scholarship is paid only for the period of stay in Estonia. The absence from Estonia during the scholarship period has to be coordinated with the Foundation.
6. The grantees have the opportunity to divide the scholarship period into two parts if dividing the period is necessary due to conducting research or studies. For example in case of scholarship period of three months, it is possible to divide it between different semesters (e.g. 60 days in autumn and 30 days in spring). In case the time of staying in Estonia takes place in several parts, the scholarship period is added up.
7. The grantees are required to have a supervisor from Estonian research or development institution while applying the scholarship. The Estonian supervisor has to own a research grade and hold competence for supervising the research.

APPLYING FOR TRAVEL GRANT AND ITS AMOUNT

8. In addition to the scholarship it is possible to apply for grant to cover travel expenses on the basis of standardized unit prices¹.

It is possible to apply for travel grant for learning mobility to cover the travel expenses for travelling to the destination and back. It is not possible to receive the grant for only one direction of travel. The learning mobility must begin and end in the same city. The travel grant is paid once during the learning mobility period, regardless of whether the grantee stays in Estonia in succession throughout the learning mobility period or the learning mobility period is divided between different periods.

8.1. The amount of travel grant depends on the distance between the point of departure and the destination of the learning mobility. When calculating the distance, only the European Commission's web-based calculator is used

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

- 8.1.1. 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;
- 8.1.2. 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 standardized unit price², on the basis of the rates brought out in the following table:

	Distance from a city to a	Grant for a round trip (to the destination and
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¹ Decree No. 1.1-2/15/471 of the Minister of Education and Research of 09.12.2015 Annex 2 "Using the standardized unit prices for learning mobility in the activity "Dora Plus" of supporting internationalization, mobility and sustainability of higher education."

² 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-

	city (one direction) ³	back)
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 and more	1100 euros

8.1.3. The travel grant reimbursed on the basis of standardized unit prices contains travel-related costs, including transportation to the airport and from the airport to the destination.

9. The amount of the scholarship or travel grant approved by the programme board can not be increased.
10. The grant amounts set out in the application can be adjusted in the application system if the calculated amount on the individual's application differs from the amount calculated on the basis of standardized unit prices.
11. It is allowed to use other sources of funding to cover the costs incurring during the scholarship period, if the conditions of these other sources of funding render it possible. Receiving additional financing has to be declared in the application.

DEADLINES

12. Scholarship applications are accepted twice a year. The deadlines for submission will be announced on the Foundation's website.
13. The application must be submitted no later than by the announced deadline.

APPLICATION

14. The scholarship application along with all the required annexes are submitted electronically in Estonian or in English. The application system can be found at www.archimedes.ee/taotlused. The possibility to submit applications opens one month before the announced deadline.
15. The applicant must timely submit the following documents to the Foundation:
 - formal application;
 - research plan;
 - curriculum vitae;
 - proof that the applicant is MA or PhD student or a document verifying the PhD degree;
 - recommendation of the research supervisor from MA and PhD students;
 - confirmation of the Estonian supervisor about the acceptance of the candidate and confirmation of his/her preparedness of supervising the candidate. In the Estonian written confirmation, the receiver must briefly describe the research topic and justify the importance of the research for Estonia.
16. Required documents (listed above) have to be submitted through the application system. The applicant does not have to send the application and other documents 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 application system the applicant has confirmed that all required documents are correct, and submitting is being considered as the applicant's signature.

³ If the calculated distance falls in the range of 499-500 km, 1999-2000 km, etc., the result

BASIS OF SELECTION

17. Granting scholarships is decided by the programme board on the basis of the applicants' motivation and recommendation letters. When granting scholarships the following is taken into account:
 - quality of the application (clear objectives, work plan, expected results, etc.);
 - connection of learning mobility with the applicant's scientific work;
 - importance of learning mobility for the completion of the applicant's research;
 - soundness for the chosen higher education institution or research institution in Estonia;
 - applicant's motivation.
18. The applications are funded by the study board based on the programme budget. The funding decisions are fixed in the minutes of meeting of the program board.
19. MA, PhD students and PhDs compete in the same category and one is not favored over the other.
20. The programme board may favor the MA students who have chosen the topic of master's thesis and who have a supervisor.
21. The evaluation procedure normally takes one month from the date of the announced deadline. Learning mobility may not begin before the validation of the final results.

SIGNING THE CONTRACT

22. Before signing the contract, the grantee has to submit the copy of the formal (on the form of the institution) signed invitation or the confirmation letter of the Estonian higher education institution / research institution to the Foundation (except in case such document has already been submitted along with the application).
23. The Foundation concludes the contract with the grantees chosen by the programme board usually one month before the beginning of the learning mobility, which states the conditions for using the scholarship and travel grant.
24. The travel grant is transferred to the grantee's bank account no later than 14 days before the beginning of the learning mobility, but not before the grant agreement is signed. The scholarship is transferred to the grantee in the form of monthly payments. The grant is incometax-free. Payments are transferred in euros generally to the bank account opened in the euro zone.
25. Advance payments are not made to the individuals who have outstanding contractual obligations with regard to the Foundation.
26. In the relevant documentation and speeches, the grantee is obliged to refer to the Ministry of Education and Research, the Foundation and the programme of the academic studies of Estonian language and culture abroad as the subsidizers of the tuition. In the presentations, it is recommended to use the logos of the Foundation and the programme.

REPORTING

27. The grantee is obliged to submit the following documents to the Foundation within one month after the end of the learning mobility period:
 - 1) formal report in the application environment of the Foundation;
 - 2) confirmation letter from the university abroad / research institution which includes the description of the work done (the signed original document in the form of the institution).
28. The report is submitted in the application environment electronically. After filling and submitting the report, it has to be printed out, signed and sent by post along with the required envelope to the address of the Foundation. The Foundation does not preserve the documents

submitted with the report which have not been re maintain records of the report, which are not required.

- 29.** In case the report is not submitted in time or if it occurs that the scholarship or the travel grant has not been used purposefully, the grantee is obliged to pay back the grant.

NOTIFICATION PROCEDURE ABOUT USING THE GRANT

- 30.** The list of the grantees is published on the website of the Foundation.

DOCUMENTATION

- 31.** The Foundation preserves the documents and data related to the academic studies programme of the Estonian language and culture for a specified time in accordance with the document management regulations of the Foundation.