

## **GUIDELINES FOR KRISTJAN JAAK SCHOLARSHIP FOR SHORT STUDY VISITS**

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

The purpose of the guidelines is to establish the scholarship scheme of short study visits of the Kristjan Jaak programme, the conditions for applying for and using the scholarship, and arrangements for payment thereof.

The implementation of the Kristjan Jaak programme is organized by the Archimedes Foundation (hereinafter the Foundation). Organizing involves, among other things, the following:

- timely preparation and necessary coordination of the programme documentation;
- mediation and publication of information, including 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, paying scholarships, 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, validated guidelines and 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 Higher Education Unit of the Education Agency of the Foundation.

### **DESCRIPTION OF THE ACTIVITY**

#### **THE PURPOSE AND GENERAL PRINCIPLES OF SCHOLARSHIP**

1. The scholarship supports short study visits related to tuition and research work which last up to 30 days, and the purpose of which is to participate in a professional conference, seminar, course or other professional activity.
2. Short study visits increase the publication of research results of Estonian young scientists in cooperation with scientists from other countries and the participation in international research projects.
3. The scholarship for short study visits can be used for financing short study visits that last for up to 30 days.
4. Grantees may be master's or PhD students, young lecturers, scientists and doctor-residents.
5. Awarding the scholarship shall be determined by the Kristjan Jaak programme board (hereinafter the board) constituted by the 18 November 2015 Decree No. 429 of the Minister of Education and Research.

### **REQUIREMENTS FOR THE GRANTEE**

6. The scholarship may be applied for by:
  - the master's and PhD students of the Estonian higher education institutions;

## ARCHIMEDES

- the advanced students of the Estonian higher education institutions at integrated curricula;
  - the students who have the Kristjan Jaak scholarship for degree studies and who study in a university abroad;
  - doctor-residents working in Estonia;
  - young scientists and lecturers of the Estonian higher education institutions who are not older than 35 years of age or who have not defended their doctoral degree more than 5 years ago. Parental leave can be extended proportionally.
7. During the academic leave, the use of the scholarship is allowed only if the rules of the study programme of the home university allow for participation in tuition during academic leave.
  8. The scholarship can be applied for one person only.
  9. Group applications shall not be accepted. If more than two applications of the same specialty and study level are submitted from one higher education institution for participating in the same event, the first two correct applications received by the Foundation shall be sent to the evaluation (the date of submission of the correct application).
  10. During the academic year, a maximum of two scholarships shall be awarded to one person. Applicant may submit one application for one call for application.

### AMOUNT OF THE SCHOLARSHIP

11. The amount of the scholarship is calculated on the basis of the national minimum daily allowance and the unit prices of travel and accommodation expenses. The fee for participating in an event is not reimbursed.
12. When calculating the scholarship amount, unit prices are used, which are confirmed by the regulation of the Minister for Education and Research.
13. The reimbursement of travel expenses can be applied for traveling from the point of departure to the destination (to the location where the event or individual work takes place) and back. When granting scholarship, the point of departure and destination is deemed to be the same city. It is not possible to receive the scholarship for only one direction of travel. The funding includes the trips starting both from Estonia and abroad.
  - 13.1. 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 Commission's web-based calculator is used:  
[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).
  - 13.2. 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.

<sup>1</sup> For example, if the point of departure of the short study visit 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 within the range of 500-1999 km. The amount of the reimbursed travel expense for traveling on the route Tartu-Uppsala-Tartu is 275 euros.

<sup>2</sup> If the calculated distance falls within 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.

13.3. 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 unit price<sup>1</sup>, taking into account the rates brought out in the following table:

	Distance from city to city (one direction) <sup>2</sup>	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

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

14. The amount of accommodation expense shall be reimbursed during the period of the event or individual work abroad and in justified cases one night before and one night after the occurrence of the event or individual work. The amount of accommodation expense shall be determined on the basis of the schedule brought out on the invitation or registration form which is submitted along with the application, taking into account the time for traveling abroad.

14.1. There are three steps used when calculating accommodation expense:

	Duration of travel	Unit price per one night
1	2-6 days (1-5 nights)	80 euros
2	7-14 days (6-13 nights)	60 euros
3	15-30 days (14-29 nights)	35 euros

15. The daily allowance is 32 euros per one day of short study visit. Days are calculated based on the official time of the event or the schedule brought out in the individual work plan, which can be added by one day before and one day after the event for traveling in justified cases. Daily allowance is not paid to lecturers and researchers.

16. The scholarship can only be used for financing the short study visit shown in the application. The participation fee shall not be reimbursed.

17. The Foundation may adjust the amounts of the applied grants if the amount in the application differs from the amount calculated based on unit prices.

18. It is not allowed to use other funding resources for covering the expenses that are covered by the scholarship (except for personal resources of the grantee).

19. The scholarship approved by the board can not be increased.

## **DEADLINES**

20. Applications are accepted four times per academic year. The given guidelines applies to the following application deadlines: 1.06.2018, 1.10.2018, 1.12.2018 and 1.03.2019.

21. Regardless of the deadline for submitting applications, short study visits have to remain within the period of 1 July 2018 until 30 September 2019. The short study visit may not start earlier than one month after the application deadline.

## **APPLICATION**

22. The application with all the required annexes must be submitted through the electronic application environment on [www.archimedes.ee/taotlused](http://www.archimedes.ee/taotlused). Submitting applications becomes available one month before the deadline.

23. The applicant must timely submit the following documents:

- a formal application (containing a motivation letter);
- one signed recommendation letter from the supervisor (students) or from the immediate manager (lecturers/researchers);
- confirmation letter on studying/working at the Estonian higher education institution issued by the higher education institution;
- invitation or registration confirmation of the event; a confirmation letter from the library or an extract about the opening hours from the homepage of the institution; a signed invitation of the research institution;
- in the event of performing at a conference, the organizers' confirmation on the acceptance/submission of the presentation must be provided.

24. All documents must be uploaded to the application system. Documents signed on paper must be submitted in a scanned form.

25. The Foundation has the right to check the correspondence of the uploaded documents to the originals.

## **BASIS OF SELECTION**

26. The applications which meet the criteria are assessed by the experts with academic degree. Each application is evaluated by at least two experts. The maximum points awarded by one expert for various aspects are 30 points. The sum of the summarized points awarded by the experts form a sequence of applicants, which is the basis for the decision made by the board. If the summarized points given by two experts differ by 10 points or more, a third expert will also be asked to assess the application. In this case, two assessments which summarized points differ less are taken into account when forming the sequence of applicants. If the summarized points given by the third expert falls exactly in the middle of the two previous experts' points, then the sequence will be formed based on a double average of the summarized points.

27. Experts evaluate the applications based on the following aspects:

- Is there a clear objective for the short study visit?
- Is the event/destination appropriate considering the objective?
- Does the applicant have an active role during the event / study period?
- Is the applicant motivated and prepared for the short study visit?
- To what extent is the short study visit related to the applicant's activities carried out so far?
- Is the letter of recommendation relevant and convincing?

28. Allocating the scholarship is decided by the board on the basis of the total amount of the summarized points given by the experts. It is the board's discretion to decide which applications

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<sup>2</sup> If the calculated distance falls within 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.

should be supported. In case there are several applications which have received equal points, but the budget does not allow to support them all, the board may prefer the applications from the fields and higher education institutions that are less represented. The decisions to allocate scholarships is fixed in the minutes of the board meeting.

29. The evaluation procedure takes up to 45 days from the date announced as a deadline.

30. The applicant has the right not to accept the result of the scholarship competition, if the procedure specified in the guidelines has not been conducted fully or correctly. The expert assessments given to the applications or their competence to give such assessment can not be disputed.

## **SIGNING THE CONTRACT AND PAYING THE SCHOLARSHIP**

31. Prior to entering into the contract, the grantee must submit a registration confirmation of the event along with the document certifying the acceptance of the presentation (except in case they have already been submitted with the application or performing with a presentation was not the purpose of the short study visit).

32. The Foundation shall conclude the contract with the grantee generally one month before the short study visit, which provides the amount and conditions of use of the scholarship.

33. The scholarship is transferred to the grantee's bank account 14 days prior to the start of the short study visit, but not before signing the scholarship contract.

34. Advance payment of the scholarship is not made to the individuals who have outstanding contractual obligations with regard to the Foundation.

35. In the relevant documentation and speeches, the grantee is obliged to refer to the Ministry of Education and Research and the Foundation as the subsidizer of the tuition.

## **REPORTING**

36. All the grantees must submit a report within one month after the end of the short study visit. The report is submitted in the application environment electronically.

37. Parts of the report are:

- a formal report in the application environment;
- official confirmation letter by the host institution or the organizer of the event (certificate, etc.) which contains the date of the event (in scanned form).

38. If the period of the event indicated in the host institution's confirmation letter is shorter than the period fixed in the contract, the excessive amount of the scholarship paid shall be returned.

39. The Foundation has the right to check the correspondence of the submitted documents to the originals.

40. In case the report or the host institution's confirmation letter is not submitted in time or if it occurs that the scholarship has not been used purposefully, the grantee is obliged to pay back the scholarship.

## **DOCUMENTATION**

41. 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 this guidelines.