



## **GUIDELINES OF THE KRISTJAN JAAK SCHOLARSHIP FOR STUDY PERIODS ABROAD**

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### **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 payment thereof.

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, 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 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 master's and PhD level, which last more than 30 days at a recognized university or research institution abroad, within up to one year (hereinafter as study periods abroad).
2. Study periods abroad contribute to improve the awareness of master's and PhD students about different study and research practices, also their participation at international research projects and the ability to practice at 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 go through part of their studies abroad.
5. The scholarship can be used for participating at tuition and practice, and in case of PhD students, also 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 there must be active tuition in the host educational institution.
7. Awarding the scholarship shall be determined by the Kristjan Jaak programme board (hereinafter the board) constituted by the Minister of Education and Research.

#### REQUIREMENTS FOR THE GRANTEE

8. The scholarship can be applied for by the persons who, at the time of using the scholarship, are:
  - master's or PhD students of Estonian higher education institutions;
  - students studying at integrated curricula of Estonian higher education institutions, who have passed at least 180 ECTS of the curriculum by the time of study periods abroad.
9. The application must be submitted by the user of the scholarship.
10. The scholarship can be used only once per educational level, taking into account that the minimum duration of the learning mobility is 31 days and the scholarship can be applied for a maximum of up to 12 months.
11. The grantee undertakes to continue 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 of travel and living expenses.
13. When calculating the scholarship amount, unit prices are used, which are confirmed by the regulation of the Minister for Education and Research.
14. The reimbursement of travel expenses can be applied for travelling from the point of departure to the destination (to the location of the university or research institution abroad) and back. When granting scholarship, the start and end point of the study periods abroad 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. The reimbursement of the travel expenses can be applied 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 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) .

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 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 (to the destination and 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 or more km	1100 euros

14.4. 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.

15. The scholarship shall cover the grantee's accommodation and living expenses.

16. The part of the scholarship that is meant to cover the living expenses is paid for up to 12 months.

17. The unit price of living expenses is set for one day. The grantee must stay at the university or research institution abroad during the scholarship period (except for the winter and spring breaks). If practice is included in the scholarship period, the grantee may also stay at the place of practice. The length and content of the practice must be separately brought out in the application. Practice and the studies must take place in the same country and the supervisor has to confirm the fitness of the place of the practice in their recommendation letter.

18. 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.

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.

19. The grantee may not simultaneously receive the Kristjan Jaak scholarship for study periods abroad and the Erasmus+ learning mobility scholarship. It is allowed to use the Erasmus+ student exchange agreements to study abroad. Other additional fundings must be shown in the application.
20. The amount of the scholarship approved by the programme board can not be increased.

#### DEADLINES

21. Scholarship applications are accepted twice a year: on May 1 and October 15.
22. The application along with the required additional documents must be submitted no later than by the announced deadline. In the first application call (deadline May 1<sup>st</sup>) the scholarship period can not start earlier than July 1 and in the second application call (deadline October 15<sup>th</sup>) the scholarship period can not 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](http://www.archimedes.ee/taotlused). Submitting applications becomes available one month before the deadline.
24. The applicant must timely submit the following documents:
  - an application containing in addition to the general information also a motivation letter (volume 300-600 words);
  - workplan for the study periods abroad (volume 500-1500 words);
  - a signed recommendation letter from the supervisor of the thesis or a significant lecturer;
  - a confirmation letter on studying at the Estonian higher education institution issued by the higher education institution;
  - confirmation of the university or research institution abroad 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 the sectoral experts. 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.

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

- Is the goal of study periods abroad clear and convincingly reasoned?
- Is the applicant motivated and worked on the application thoroughly?
- Is the work plan well elaborated, reasonable and achievable?
- How well does the university abroad chosen suit for studying in this field?
- Is the letter of recommendation relevant and convincing?
- What is the added value for Estonia arising from study periods abroad?

29. 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 should be supported. In case there are several applications which 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.

30. The assessment procedure takes up to two months from the date of the announced deadline.

31. 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 the competence to give such assessments can not be disputed.

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

32. Before signing the contract, the grantee has to submit the document confirming the acceptance to the university or research institution abroad (except in case such document has already been submitted together with the application).

33. The Foundation shall conclude the contract with the grantee generally one month before the start of the studies, which provides the amount and conditions of using the scholarship.

34. 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.

35. The first instalment, which includes scholarship for the first 6 tuition months, shall be transferred not later than in 2 weeks before the start of the study periods abroad, but not before signing the scholarship contract.

36. The second installment shall be transferred after the first 6 tuition months but not before submitting the correct interim report.
37. Advance payment of the scholarship is not made to the individuals who have outstanding contractual obligations with regard to the Foundation.
38. 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

39. All the grantees must submit an interim report within one month after the end of the study periods abroad. The report is submitted in the application environment electronically.
40. The report includes:
  - a formal report;
  - a dated confirmation letter from the university or research institution abroad about studying there during the scholarship period (in a scanned form);
  - an overview about the work done (500-1500 words) with the signature of the foreign supervisor (in a scanned form).
41. In case of study periods abroad which lasts 7 months or longer, the interim report must be submitted after 5 months. The deadline for submitting the interim report is set out in the scholarship contract. The interim report and the annexes thereto 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 the confirmation of the university abroad (or the supervisor) about participating at the tuition during the scholarship period (in a scanned form).
42. The Foundation has the right to check the correspondence of the submitted documents to the originals.
43. In case the report or the 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

44. The Foundation preserves the documents and data related to the documents of 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.

## PUBLICATION OF RESULTS

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