

**National scholarship programme for foreign students, researchers, and lecturers**  
**Support for the activity of foreign researchers in Estonia**  
Guidelines

The purpose of the guideline is to provide the conditions and procedure for the disbursement of foreign researcher grants under the national scholarship programme for foreign students, researchers, and lecturers approved by Directive No. 435 of the Minister of Education and Research of 29.10.2014. The implementation of the programme is organized by the Education and Youth Board (the Board).

### **GENERAL PRINCIPLES**

1. Support is provided to researchers and teaching staff of foreign origin for their activity at Estonian institutions of higher education.
2. The end user of the support must hold an academic position at a foreign institution of higher education.

### **AMOUNT OF SUPPORT. DISBURSEMENT**

3. Grants for foreign researchers can be either short-term or long-term:
  - 3.1. The short-term grant shall be paid out for a period one to nine days in duration.
  - 3.2. The long-term grant shall be paid out for a period ten days to ten months in duration.
4. The support levels were established by directive of the Minister of Education and Research.
  - 4.1. The rate of the short-term grant is 45 euros per day.
  - 4.2. The rate of the long-term grant is 660 euros per month.
5. The long-term grant shall be paid in full months. The support for a whole month shall be paid out also if the period of work in Estonia is only 10 days long.
6. The period of the grant holder's stay in Estonia must begin and end during the academic year following the application deadline. The grant shall be paid to the hosting institution which organizes the coverage or payment of expenses for the foreign researcher.
7. The hosting institution may use the support to pay daily allowances or salaries, accommodation or travel expenses compensation for foreign researchers, paying national taxes if necessary. Additional tax costs will not be reimbursed.

### **APPLICATION**

8. Applications shall be accepted once a year. The deadline is **May 1** (electronic submission window closes automatically at 23:59 on 1 May). The opportunity to submit an application opens one month before the deadline.
9. The application is submitted by a researcher or reaching staff of a foreign higher education institution on an application form in English.
10. An application containing a cover letter must be submitted through the electronic application environment (<https://taotlused.edu.ee/>) accompanied by the following annexes:
  11. academic CV;
  12. letter of confirmation from hosting institution regarding hosting and the period of employment in Estonia.

13. If any documents are not in Estonian or English, they must be provided with translations into either English or Estonian.
14. All documents must be uploaded to the application system. Documents signed on paper shall be submitted in scanned form. The Board has the right to check the conformity of documents to the original copies.
15. Applications that have not been accompanied by a confirmation of hosting Estonian higher education institution by the application deadline will not be processed. In the absence of eligible candidates, the Commission reserves the right not to award the grant.

#### **AWARDING A GRANT**

16. Applications will be evaluated, and decisions on the award of grants will be made by the Commission in accordance with the provisions of the Grant Guidelines and the Commission's rules of procedure. The Commission shall be set up by order of the Director-General of the Board.
17. Grant holders are approved by the decision of the Head of the Internationalization Department.
18. When evaluating the applications Commission will take into account the deliberateness of the letter of motivation the overall quality of the application.
19. In the case of equal applications, the first-time applicants are preferred.
20. The data for approved applicants shall be sent to the hosting institution.
21. If the applicant does not begin work in Estonia in the relevant academic year, they shall forfeit the right to the support.

#### **PAYMENT OF SUPPORT AND REPORTING**

22. The Board shall pay the support to the hosting higher education institution within 21 days of conclusion of the relevant agreement.
23. After the approval of the results, extension of the support period is only possible with the written consent of the Board and provided that the total amount of the grant does not increase.
24. The hosting institution shall submit to the Board a report regarding the support used. A free-form report on activities and expenses shall be submitted in accordance with the deadlines specified in the agreement. Any unused grant will be returned.