

GUIDELINES FOR APPLYING FOR SUMMER OR WINTER COURSE SCHOLARSHIP OF THE ACADEMIC STUDY PROGRAMME OF THE ESTONIAN LANGUAGE AND CULTURE

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PURPOSE, SCOPE, RESPONSIBILITY

The purpose of the guidelines is to establish the conditions for applying for and using the summer or winter course scholarship of the academic study programme of the Estonian language and culture and arrangements for payment thereof. 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 in different information channels;
- management of the calls for applications, including evaluation;
- communication with applicants;
- presentation of the conditions and forms of the application;
- bringing out the analysis of applications and the main reasons for rejection;
- forwarding the grantees' data to hosting universities;
- informing the public.

The compiling and improving of the given guidelines and the awarding of scholarships is coordinated by the specialist 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 improve the knowledge of the students interested in the Estonian language and culture about Estonia, Estonian language and culture, by enabling them to participate in the summer or winter courses of the Estonian universities.
2. The scholarship can be applied for by all the international students who are enrolled into an university abroad, while applying the scholarship – and are not exchange students in Estonia while applying the scholarship. The applicant should be studying Estonian or have previously studied Estonian at the university abroad.
3. The scholarship approved by the programme board usually covers the accommodation expenses, tuition fees of the courses and the expenses of the cultural programme of the courses, however, the types of expenditure may differ depending on the course. Information about a specific summer or winter course scholarship can be found on the website of the Foundation.
4. In case the applicant has no preference for courses, and can participate in one or the other, the applicant should specify in his or her application, which course he or she prefers. A free post will be granted for one course only.

5. In case the applicant wishes some other form of accommodation than the bed in a double room provided by the scholarship, the applicant has to pay the difference. If the applicant decides to use other possibilities for accommodation, the cost of the accommodation has to be paid by the applicant. If the applicant does not need accommodation, he or she is asked to state this in the application.

DEADLINES

6. Scholarship applications are accepted at least once a year. The deadlines for submission will be announced on the Foundation's website.
7. The application must be submitted no later than by the announced deadline.

APPLICATION

8. The application for summer or winter course scholarship is submitted electronically. The application environment can be found at www.archimedes.ee/taotlused. The possibility to submit applications opens two weeks before the announced deadline at the latest.
9. Required documents have to be submitted through the application system. The applicant does not have to send the application 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.
10. The application must be accompanied by the recommendation letter of the Estonian language teacher or lecturer. The recommendation letter is to be sent to Foundation timely via e-mail by the applicant's Estonian language lecturer.
11. The applicant must timely submit the formal application to the Foundation. Applications not submitted in time will not be processed.

BASIS OF SELECTION

12. Granting scholarships is decided by the programme board on the basis of the submitted application. When granting scholarships the following is taken into account:
 - applicant's motivation;
 - recommendation letter (in freely chosen format) of the Estonian teacher.
13. The applications are funded by the board based on the programme budget. The funding decisions are fixed in the minutes of meeting of the programme board.
14. The evaluation procedure normally takes up to one month from the date of the announced deadline.

SIGNING THE CONTRACT

15. The university conducting summer or winter courses concludes the agreement with the grantees chosen by the programme board (if needed), which states the rights and obligations of the parties. Additional information about the conclusion of the agreement is provided by the contact person of the university conducting summer or winter courses.
16. The scholarship will be transferred directly to the account of hosting university to guarantee a place at applied courses. The scholarship will not be transferred to the account of the grantee.

REPORTING

- 17.** The grantee is not obliged to report to the Foundation. If the university conducting summer or winter courses wishes to receive reports from the grantee, the university and the grantee shall agree upon this privately.

NOTIFICATION PROCEDURE ABOUT USING THE GRANT

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