

**Guide of the national scholarship programme for international students,  
researchers and academic staff**

Valid from 1 January 2015

**PURPOSE, SCOPE, RESPONSIBILITY**

The purpose of this programme guide is to stipulate the conditions and procedure for the implementation of the “National scholarship programme for international students, researchers and academic staff”.

The implementation of the programme is organized by Foundation Archimedes (hereinafter the foundation). The organization involves, inter alia:

- 1) mediation and disclosure of information in internet (website of the foundation [www.studyinestonia.ee](http://www.studyinestonia.ee)) and through other relevant channels and in the mailing lists meant for students;
- 2) organization of open application procedures for scholarships;
- 3) communication with recipient institutions and partner institution of the foreign country (ministries, embassies etc.);
- 4) introduction of application conditions and forms, analysis of applications, control of compliance with requirements;
- 5) organization of work of scholarship commission;
- 6) preparation, conclusion and termination of contracts for awarding the scholarships, supervision of fulfilment of contracts and control of reports.

**GENERAL PROVISIONS**

1. The scholarships and mobility grants to be awarded under the Programme (hereinafter the grants) are funded from the budget of the Ministry of Education and Research within the limits of state budget funds.
2. The funds of the target countries and state budgetary means of the Programme are allocated considering the terms and conditions of the Treaties and, if necessary, the strategies for international marketing of higher education and research as well as any supra-ministerial international cooperation objectives.
3. The Implementing Agency allocates the amounts of grants to the institution of higher education or the research and development institution (hereinafter the recipient institution) where the international student, researcher or academic staff member commences his/her studies or work.

## SCHOLARSHIP

4. The types of scholarships are the following:
  - 4.1. scholarships at the first level of higher education;
  - 4.2. scholarships for Master's and Doctoral study;
  - 4.3. scholarships for summer and winter schools.
  
5. **Scholarships at the first level of higher education and scholarships for Master's and Doctoral study**
  - 5.1. The scholarship at the first level of higher education and the one for Master's and Doctoral study (hereinafter also student scholarships) are intended to support the exchange study or degree study of international students at the Estonian institutions of higher education. The scholarship at the first level of higher education can be applied for only for the studies in the areas related to Estonian language and culture.
    - 5.1.1. The student scholarship is paid to the student of exchange studies (scholarship of exchange study) or student of degree study (scholarship of degree study).
  - 5.2. The scholarship of exchange study is paid within the specified period, but maximum ten calendar months a year.
    - 5.2.1. The grant period is the period from the first day of the studies up to the last day of the studies according to the dates mentioned in the confirmation letter of the recipient institution. The duration of one period of studies (grant period) should not be shorter than 30 days. The grant to be paid will be calculated according to the number of days of the grant period based on the rate of the relevant type of scholarship.
  - 5.3. The scholarship for degree study is paid for twelve calendar months each academic year during the nominal period of study, except the last academic year of the nominal period of study when the scholarship is paid for ten months. A scholarship is paid on condition that the scholarship recipient is studying full time and completes cumulatively at least 75% of the coursework required by the curriculum by the end of each academic year.
  - 5.4. The monthly rates of student scholarships have been provided in the national scholarship programme for international students, researchers and academic staff.
  - 5.5. The scholarship is meant to cover the accommodation and transport costs. Additional costs such as tuition fee, health insurance and other costs will not be compensated.
  - 5.6. The decision to award scholarship for the applicant does not guarantee his/her admittance to the required institution of higher education. The entrance to the institution of higher education is separate from the application for the scholarship. The applicant should submit the required documents to the institution of higher education according to the entrance requirements of the institution of higher education. The decision on admittance to the institution of higher education should be adopted before the payment of scholarship.
  
6. **Scholarships for summer and winter schools**
  - 6.1. The payment of scholarships is intended to support participation in summer courses of Estonian language and culture organized by the Estonian institutions of higher education as well as in summer and winter schools related to the English-language curricula of degree study.

- 6.2. The scholarship can be applied for by the students of Bachelor's, Master's and Doctoral studies studying in the foreign institutions of higher education who have been studying in the university at least one year by the time of application.
- 6.3. The scholarship rates have been provided in the national scholarship programme for international students, researchers and academic staff.
- 6.4. The scholarship covers the course fee to the institution of higher education and accommodation costs of students for a maximum of 28 days per one secondment in a calendar year.
- 6.5. The candidate should pre-register to the course for applying for the scholarship.

## MOBILITY GRANTS

7. Mobility grants can be applied by the researchers and academic staff of the foreign institutions of higher education.
  - 7.1. The academic staff means the persons working in the position of the professor, associate professor, lecturer, assistant or lecturer of the university according to the equivalent qualification of the foreign countries.
  - 7.2. The researcher means the persons working in the positions of junior researcher, researcher, senior researcher or leading researcher according to the equivalent qualification of the foreign countries.
8. The mobility grant can be applied for research, scientific work, teaching, cooperation with colleagues etc.
9. The rates of mobility grants have been provided in the national scholarship programme for international students, researchers and academic staff.
10. Mobility grants are divided into short-term and long-term mobility grants.
  - 10.1. The short-term mobility grants are intended to support visits of researchers and academic staff of foreign institutions of higher education to the Estonian institutions of higher education and research and development institutions for a period from one to nine (1-9) days.
  - 10.2. Long-term mobility grants are intended to support the visits of researchers and academic staff of foreign institutions of higher education to the Estonian institutions of higher education and research and development institutions for a period from ten days to ten months (10 days – 10 calendar months). The month is considered to be the 30-day period.
11. The grant period is the period from the first day of work up to the last day of work according to the dates mentioned in the letter of confirmation of the recipient institution.
12. If the applicant of the mobility grant is also a student at the same time, the mobility grant is not awarded to him/her, but he/she can apply for the student scholarship, if the criteria for application are met.
13. The recipient institution can use the grant for payment of daily allowance or salary and for compensation of accommodation or travel costs.
14. The decision to award a grant for the applicant does not guarantee his/her admittance to the required institution. The applicant should submit the required documents to the recipient institution and his/her admittance should be decided upon before the payment of grants.

**APPLICATION**

15. For the application of grants the signed application according to the form and the following additional documents depending on the scholarship are submitted:

**15.1. The following additional documents will be submitted in applying for the student scholarship:**

- CV (in the format of EUROPASS);
- study or research plan in the free form (maximum 2 A4 pages);
- confirmation letter of the educational institution regarding the admittance and study period of the student or submission of the entrance documents as required to the educational institution;
- letter of recommendation (from the foreign university or Estonian institution of higher education);
- copy of passport or ID-card.

15.1.1. In case of exchange study the following documents will be additionally submitted:

- 1) certificate of foreign university on the study results;
- 2) certificate of foreign university on the studies of the student which should include information on the study level, academic year and nominal duration of studies of the student;
- 3) explanation of the Estonian institution of higher education why the institution of higher education is interested in the applicant (may be included in the letter of recommendation).

15.1.2. In case of degree study the following documents will be additionally submitted:

- 4) the copy of the last diploma including the academic certificate. If the applicant is still studying at the moment of application, the certificate on the study results and nominal duration of studies will be submitted.

**15.2. The following additional documents will be submitted in applying for the scholarship of summer and winter schools:**

- 1) application form of the relevant educational institution;
- 2) CV (in the format of EUROPASS);
- 3) certificate of foreign university on the study results;
- 4) the certificate of foreign university on the studies of the student which should include at least information on the study level, academic year and nominal duration of the student;
- 5) the confirmation of the recipient educational institution on the admittance of the student (could be also sent by e-mail) or other confirmation on the registration;
- 6) copy of passport or ID-card.

**15.3. The following additional documents will be submitted in applying for mobility grants:**

- 1) CV (in the format of EUROPASS);
- 2) work plan in the free form – max 2 pgs;
- 3) confirmation on the working of the applicant in the foreign university;
- 4) letter of recommendation (from the employer);

- 5) confirmation of the recipient Estonian institution on the admittance of the applicant including the reason why it is interested in the applicant or the importance of the work of the applicant for Estonia;
  - 6) copy of passport or ID-card.
16. The application including additional documents should be submitted in two ways: electronically and by mail.
- 16.1. The application including additional documents will be submitted through the electronic system at [wd.archimedes.ee](http://wd.archimedes.ee) by 24 April at the latest.
  - 16.2. The signed application with the signed letter of recommendation will be forwarded by mail by 1 May at the latest (stamp of mailing) to:  
Centre for Higher Education Development  
Foundation Archimedes  
Koidula 13a, 10125 Tallinn  
Republic of Estonia
17. If the application documents are not in Estonian, these should be supplied with translations into English or Estonian.
18. The foundation has the right to require the additional documents from the applicant and make inquiries to the institution of higher education in the Estonian Education Information System or in the entrance system of foreign students Dream Apply.
19. The application documents submitted to the foundation will not be returned to the applicant.
20. As an exception applications can be accepted without application documents, provided the scholarship recipient has been appointed or approved directly by the ministry.

#### **AWARDING OF SCHOLARSHIPS**

21. Scholarship applications are assessed and grants are awarded by the commission.
22. The applications which are not drawn up as required, include false information or arrive with delay are not assessed. In case of lack of candidates meeting the criteria the foundation has the right not to award the grants.
23. In awarding the grants the citizens of the countries provided in appendix 1 are preferred at first priority, thereafter the citizens of the countries provided in appendix 2.
24. The applications are assessed considering the following:
  - 1) thoroughness of the motivation letter;
  - 2) quality of application: clear objectives, work plan, expected results etc.
- 24.1. The scholarships of exchange studies and summer and winter schools are awarded also proceeding from the earlier progress of the student in studies and interest of the recipient institution.
- 24.2. The succession rating of entrance of foreign students is also taken into account in case of the foreign student of the first year when awarding the scholarships of degree study. The succession rating based on study results is proceeded from in case of the foreign students of the second year (weighted average rating above all study results). At the award of the scholarship the foreign students of the first year are generally preferred.
- 24.3. The mobility grant is awarded also considering the interest of the recipient institution.

25. The grants are awarded according to the annual budget. If needed, the list of reserve candidates will be drawn up.
26. The approved data of the applicants are forwarded to the recipient institution which makes a final decision on the admittance of the scholarship recipient. Provided the scholarship recipient does not meet the criteria of admittance or entrance, he/she loses the right to use the grant.

**PAYMENT OF GRANTS**

27. The basis for payment of grants is the written confirmation of the recipient institution on the admittance of the applicant and the contract concluded between the recipient institution and foundation.
28. The foundation transfers the scholarship to the bank account of the recipient institution which performs the payments to the scholarship recipient.
29. The instalment of grants of courses and autumn semester will be made by the foundation to the recipient institution within 21 days from the bilateral signing of the contract and the instalment of grants of spring semester within 21 days after the submission of interim report.
  - 29.1. The scholarship of degree study is paid provided the scholarship recipient studies full-time and fulfils cumulatively at least 75 percent of the volume of the studies subject to fulfilment according to the curriculum by the end of each semester. The scholarships of students of degree study are transferred after the receipt of the confirmation that the scholarship recipients fulfil 75% of the curriculum.
  - 29.2. The scholarship of degree study is not paid during the stay at academic leave or in exceeding the nominal duration of the studies.
30. During the period of payment of grant the scholarship recipient should stay in Estonia, except in case of degree studies.
  - 30.1. If it occurs that the scholarship recipient has not stayed in Estonia during the period of payment of scholarship, excluding the students of degree study, or stayed here less than planned, stayed at the academic leave, studied part-time or did not participate in the studies according to the volume of the curriculum, the recipient institution should return the grant to the foundation for that period, excluding the course fee for participation in summer and winter courses.
31. The changing of the grant period after the confirmation of the results of the scholarship competition involving the extension of the period of payment of scholarship is possible only upon agreement with the foundation.

**REPORTING**

32. As regards the use of allocated grants, the recipient institution submits the report on the allocated and paid grants in free form and in case of students of degree study also the information on the fulfilment of the curriculum. The report will be submitted on:
  - 32.1. the recipients of mobility grants of scholarships of autumn semester by 1 February at the latest;
  - 32.2. the recipients of mobility grants of scholarships of spring semester by 1 July at the latest.
33. As regards the use of scholarships allocated for participation in summer and winter school courses, the recipient institution submits the report on the principal activities and expenses in the free form to the foundation within one month from the termination of courses.

**PRESERVATION OF DOCUMENTATION**

34. The foundation preserves the documentation related to the scholarships and mobility grants allocated within the national scholarship programme for international students, researchers and academic staff (scholarship offers, applications, contracts, reports) based on the procedure Document management (OP 302) and the list of documents of the foundation (OD 302-01).

**REFERENCES**

- |           |  |
|-----------|--|
| OP 302    | Document management  |
| OD 302-01 | List of documents  |
| SAMPLE    | Programme application for the foreign student  |
| SAMPLE    | Financing contract of the scholarship programme with the recipient institution and financing contract of the scholarship programme with the Estonian institution of higher education for organizing the courses. |

**APPENDIX 1 OF THE GUIDE OF NATIONAL SCHOLARSHIP PROGRAMME FOR INTERNATIONAL STUDENTS,  
RESEARCHERS AND ACADEMIC STAFF**

**The countries with which the international contracts have been concluded where the quotas of scholarships and mobility grants have been provided:**

1. People's Republic of China
2. Israel
3. Greece
4. Lithuania
5. Latvia
6. Poland



**APPENDIX 2 OF THE GUIDE OF NATIONAL SCHOLARSHIP PROGRAMME FOR INTERNATIONAL STUDENTS,  
RESEARCHERS AND ACADEMIC STAFF**

**The countries with which the international contracts have been concluded which enable the  
exchange of students, researchers and academic staff:**

1. United States of America
2. Armenia
3. Azerbaijan
4. Belgium
5. Brazil
6. Bulgaria
7. Philippines
8. Georgia
9. Spain
10. Croatia
11. India
12. Indonesia
13. Italy
14. Kazakhstan
15. Korea
16. Cyprus
17. Mexico
18. Moldova
19. Germany
20. Slovenia
21. Sri Lanka
22. Denmark
23. Thai
24. Czech
25. Tunisia
26. Turkey
27. Ukraine
28. Hungary
29. Russia