

## **National scholarship programme for foreign students, researchers and lecturers**

### **Scholarship guideline for participation in summer and winter schools**

The purpose of the guideline is to provide the conditions and procedure for the disbursement of scholarships of summer and winter schools within the framework of 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. The scholarship supports the participation of foreign students in summer and winter schools of the Estonian universities.
2. Scholarships may be applied for by the foreign university bachelor's, master's and PhD students who, by the time of applying, have studied in their universities for at least one year at the time of application (including former study levels).
3. The scholarship can be used for participation in summer school courses related with Estonian language and culture organized by Estonian higher education institutions, and in summer and winter schools related to English language curricula.

#### **AMOUNT AND PAYMENT OF THE SCHOLARSHIP**

4. The scholarship covers the participation fee of the summer or winter school and the student's accommodation costs within the limits set.
5. The participation fee of the scholarship is calculated within the actual rate, but not more than 500 euros per summer or winter school.
6. The accommodation cost of the scholarship is calculated at 25 euros per day for a maximum of 28 days.
7. The scholarship is paid to the higher education institution organizing the summer or winter school who arranges the accommodation or the transfer of the scholarship as needed.
8. The scholarship also supports participation in online course of summer or winter school. The scholarship covers the actual rate of the course participation fee, but no more than 500 euros per summer or winter school. Accommodation costs are not covered.
9. Registration to the course must be made before applying for the scholarship.

#### **APPLICATION**

10. Applications are accepted once a year. Deadline for the application is **May 1** (the possibility to submit the application in the environment closes automatically on May 1 at 23:59 by the Estonian time). The possibility to submit the application will open one month before the deadline.
11. The application is submitted by a student of a foreign higher education institution on an application form in English.

12. The application, which contains the motivational letter, must be submitted in the electronic application environment (<https://taotlused.edu.ee/>) along with the following annexes:
  - 12.1 copy of passport or ID card;
  - 12.2 copy of foreign university certificate about studying at a foreign higher education institution (including about study level, academic year and nominal period);
  - 12.3 confirmation about the registration to the summer or winter school.
13. During the application, the applicant can apply scholarship to participate in one summer or winter school.
14. If the documents are not Estonian or English, they must be provided with translations either in English or in Estonian.
15. All documents must be uploaded to the application system. Documents signed on paper shall be presented in scanned form. The Board has the right to check the conformity of the submitted documents with the originals.
16. Applications that have not been accompanied by a confirmation of registration to summer or winter school course by the application deadline will not be processed. In the absence of eligible candidates, the Commission reserves the right not to award the scholarship.

#### **AWARDING A SCHOLARSHIP**

17. Applications are evaluated, and decisions on the award of scholarships is made by the Commission in accordance with the provisions of the Scholarship Guidelines and the Commission's rules of procedure. The Commission shall be set up by order of the Director-General of the Board.
18. Scholarship holders are approved by the decision of the Head of the Internationalization Department.
19. When evaluating the applications, the following will be taken into account at an equal weight:
  - 19.1 deliberateness of the motivational letter;
  - 19.2 the overall quality of the application.
20. Students from Group A countries listed in Annex 1 will be awarded 2 additional points in the assessment, and students from Group B countries will be awarded 1 additional point.
21. The data of the approved applicants will be forwarded to the host institution.
22. If the applicant fails to attend a summer or winter school, he/she loses the right to use the scholarship.

#### **SCHOLARSHIP PAYMENT AND REPORTING**

23. The Board shall pay the scholarship to the higher education institution who organizes courses within 21 days after the conclusion of the relevant agreement with the higher education institution.
24. During the period of paying the scholarship, the scholarship holder must stay in Estonia (except for online courses). If it turns out that the scholarship holder has not stayed in Estonia during the period of paying the scholarship, the host institution must return the accommodation part of the scholarship.

25. Extension of the scholarship period after confirmation of the results of the scholarship competition is possible only with the written consent of the Board and provided that the total amount of the scholarship does not increase.
26. The report about the use of scholarships is submitted to the Board by the host institution. A free-form report about the activities and expenses shall be submitted in accordance with the deadlines specified in the agreement. Any unused scholarship will be returned.

ANNEX 1

Group A countries:

1. People's Republic of China
2. Greece
3. Poland
4. Czech Republic
5. Turkey
6. Latvia
7. Lithuania
8. France
9. Germany

Group B countries:

- |                             |                       |
|-----------------------------|-----------------------|
| 1. United States of America | 17. Republic of Korea |
| 2. Armenia                  | 18. Cyprus            |
| 3. Azerbaijan               | 19. Israel            |
| 4. Belgium                  | 20. Mexico            |
| 5. Brazil                   | 21. Moldova           |
| 6. Bulgaria                 | 22. Portugal          |
| 7. Egypt                    | 23. Slovenia          |
| 8. Philippines              | 24. Finland           |
| 9. Georgia                  | 25. Sri Lanka         |
| 10. Spain                   | 26. Great Britain     |
| 11. Croatia                 | 27. Thailand          |
| 12. India                   | 28. Tunisia           |
| 13. Indonesia               | 29. Ukraine           |
| 14. Italy                   | 30. Hungary           |
| 15. Canada                  | 31. Russia            |
| 16. Kazakhstan              | 32. Belarus           |