

## **GUIDELINES FOR KRISTJAN JAAK SCHOLARSHIP FOR SHORT STUDY VISITS**

### **PURPOSE, SCOPE, RESPONSIBILITY**

The purpose of the guidelines is to establish the scholarship scheme for short study visits of the Kristjan Jaak programme, the conditions for applying for and using the scholarship, and arrangements for its payment.

The implementation of the Kristjan Jaak programme is organized by the Education and Youth Board (hereinafter the Board). Organizing involves, among other things, the following:

- Timely preparation and necessary coordination of the programme documentation;
- Mediation and publication of information, including 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, scholarship payments, monitoring the execution of the contracts and analysis of the reports;
- Informing the public.

The Board is guided in its activities by the objectives of the programme, the scholarship guidelines and the guidelines of the scholarship 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 Educational Programs and Grants Unit of the Board.

### **DESCRIPTION OF THE ACTIVITY**

#### **THE PURPOSE AND GENERAL PRINCIPLES OF THE SCHOLARSHIP**

1. The scholarship supports short study visits related to tuition and research work which last up to 30 days, and whose purpose is to participate in a professional conference, seminar, course or other professional activity.
2. Short study visits increase the number of publications of Estonian young scientists in cooperation with scientists from other countries and the participation in international research projects.
3. The scholarship for short study visits can be used for financing short study visits that last for up to 30 days.
4. Grantees may be master's or PhD students, young lecturers and scientists as well as resident doctors.

5. Awarding the scholarship shall be determined by the Kristjan Jaak Programme Board appointed by the order No. 1.1-2/19/297 of 28 October 2019 of the Minister of Education and Research (hereinafter the Programme Board).

## **REQUIREMENTS FOR THE GRANTEE**

6. The scholarship may be applied for by:
  - Master's and PhD students of Estonian higher education institutions;
  - Advanced students of integrated curricula of Estonian higher education institutions;
  - Students who have been awarded the Kristjan Jaak scholarship for degree studies and who study at a university abroad;
  - Resident doctors working in Estonia;
  - Young scientists and lecturers of Estonian higher education institutions who are not older than 35 years or who have defended their doctoral degree less than 5 years ago. These limits can be extended proportionally for grantees who have been on parental leave;
  - Young scientists of Estonian R&D institution, who are teaching (incl. supervising) at higher education level and who are not older than 35 years, or who have defended their doctoral degree less than 5 years ago. These limits can be extended proportionally for grantees who have been on parental leave.
7. During academic leave, the use of the scholarship is allowed only if the rules of the study programme of the home university allow for participation in tuition during academic leave.
8. The scholarship can be applied for one person only.
9. Group applications shall not be accepted. If more than two applications of the same specialty and study level are submitted from one higher education institution for participating in the same event, the first two correct applications received by the Board shall be sent to the evaluation (the date of submission of the correct application).
10. During the academic year, a maximum of two scholarships can be awarded to one person. Applicant may submit one application for one call for application.

## **AMOUNT OF THE SCHOLARSHIP**

11. The amount of the scholarship is calculated on the basis of the national minimum daily allowance and the unit prices for travel and accommodation expenses. The participation fee can be covered in the amount of up to 400 euros on the basis of expense receipts.
12. Unit prices that are used when calculating the scholarship amount have been confirmed by the regulation of the Minister for Education and Research.
13. The travel expenses can be reimbursed for travelling from the point of departure to the destination (to the location where the event or individual work takes place) and back. When granting the scholarship, the start and end point of the study periods abroad is

considered to be the same city. It is not possible to receive the scholarship for a one-way trip. The scholarship can fund trips starting both from Estonia and abroad.

- 13.1. 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).
- 13.2. 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 up to 180 euros on the basis of expense receipts.
- 13.3. 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 unit price<sup>1</sup>, taking into account the rates in the following table:

	Distance from city to city (one direction) <sup>2</sup>	The amount of reimbursed travel expenses for a round trip
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

- 13.4. The travel expenses reimbursed based on unit prices include all travel-related costs, including transportation to airport and from airport to the destination. Visa costs shall not be reimbursed.
14. The amount of the accommodation expense shall be reimbursed during the period of the event or individual work abroad and in justified cases one night before and one night after the event or individual work. The amount of the accommodation expense shall be determined on the basis of the schedule on the invitation or registration form which is submitted along with the application, taking into account the time for traveling abroad.

14.1. Three rates are used for the calculation of the accommodation expense:

	Duration of travel	Unit price per one night
1	2-6 days (1-5 nights)	80 euros
2	7-14 days (6-13 nights)	60 euros
3	15-30 days (14-29 nights)	35 euros

15. The daily allowance is 32 euros per one day of the study visit. The number of days is calculated based on the official event schedule or the schedule brought out in the

<sup>1</sup> 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.

<sup>2</sup> 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.

individual work plan. In justified cases, one day before and one day after the event can be added for traveling.

16. The participation fee can be covered in the amount of up to 400 euros on the basis of expense receipts. The participation in excursions, gala dinners and other social events shall not be reimbursed.
  - 16.1. If the participation fee includes the accommodation costs related to the event, the accommodation grant can be pursued to cover the accommodation costs of the night before and after the event which the participation fee does not include.
17. The scholarship can only be used for financing the short study visit shown in the application.
18. The Board may adjust the amounts of the applied grant if the amount in the application differs from the amount calculated based on unit prices.
19. It is not allowed to use other funding resources for covering the expenses that are covered by the scholarship (except for personal resources of the grantee).
20. The amount of the scholarship approved by the Programme Board cannot be increased.

## **DEADLINES**

21. Applications are accepted four times per academic year. The guidelines apply to the following application deadlines: June 1, October 1, December 1 and March 1.
22. Regardless of the application deadline, the short study visits have to take place between July 1 of the year of the application round and September 30 of the next year. The short study visit may not start earlier than one month after the application deadline.

## **APPLICATION**

23. The application with all the required annexes must be submitted through the electronic application system on [taotlused.edu.ee](http://taotlused.edu.ee). The call for applications opens one month before the deadline.
24. The applicant must submit the following documents before the application deadline:
  - Application form (containing a motivation letter);
  - One signed recommendation letter from the supervisor (students) or from the immediate manager (lecturers/researchers);
  - Confirmation letter about studying/working at an Estonian higher education institution issued by the higher education institution or a confirmation of employment at an Estonian R&D institution with a confirmation of teaching (or supervising) at higher education level;
  - Invitation or registration confirmation of the event; a confirmation letter from the library or an extract about the opening hours from the homepage of the institution; a signed invitation of the research institution;
  - In the event of performing at a conference, the organizers' confirmation on the acceptance/submission of the presentation must be provided;

- A document showing the amount of the participation fee (if the applicant wishes to apply for the reimbursement of the participation fee). If the participation fee has already been paid then a proof of payment (bank account statement, order for payment) shall also be added to the application.
25. All documents must be uploaded to the application system. Documents signed on paper must be submitted in a scanned form.
  26. The Board 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 experts with an academic degree. Each application is evaluated by at least two experts. The maximal possible score awarded by one expert for various aspects of the application is 30 points. A ranking list of applicants is compiled based on the aggregate score awarded by the experts. This list is the basis for the decision made by the Programme Board. If the summarized points given by two experts differ by 10 points or more, a third expert will assess the application. In this case, the two scores that are closest to each other will be taken into account when compiling the ranking list. If the score given by the third expert falls in the middle of the two previous experts' scores, then the ranking list will be compiled based on double the average of the scores.
28. Experts evaluate the applications based on the following aspects:
  - Is there a clear objective for the short study visit?
  - Is the event/destination appropriate considering the objective?
  - Does the applicant have an active role during the event / study period?
  - Is the applicant motivated and prepared for the short study visit?
  - To what extent is the short study visit related to the applicant's activities carried out so far?
  - Is the letter of recommendation relevant and convincing?
29. The Programme Board allocates the scholarships based on the aggregate scores given by the experts. It is within the Programme Board's discretion to decide which applications should be supported. If there are several applications with an equal score, but the budget does not allow to support all of them, the Programme Board may prefer the applications from fields and higher education institutions that are less represented. The decision to allocate scholarships is fixed in the minutes of the Programme Board's meeting.
30. The evaluation procedure takes up to 45 days from the date of the announced application deadline.

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

31. Before signing the contract, the grantee must submit a registration confirmation of the event along with the document certifying the acceptance of their presentation (unless if they have already been submitted with the application or if giving a presentation was not the purpose of the short study visit).

32. The Board shall conclude the contract with the grantee generally one month before the start of the study visit. The contract stipulates the amount and conditions of using the scholarship.
33. The scholarship is transferred to the grantee's bank account 14 days before the start of the study visit, but not before the scholarship contract has been signed.
34. Advance payments of the scholarship are not made to individuals who have outstanding contractual obligations to the Board.
35. In documents and presentations related to the study visit, the grantee shall acknowledge the support of the Ministry of Education and Research, the Kristjan Jaak programme and the Education and Youth Board.

## **REPORTING**

36. All the grantees must submit a report within one month after the end of the short study visit. The report is submitted electronically in the application system.
37. The report includes:
  - A completed report form available in the application system;
  - Official confirmation letter by the host institution or the organizer of the event (certificate, etc.) which contains the dates of the event (in scanned form);
  - Documents proving the payment of the participation fee (invoice, order for payment) in scanned form.
38. If the period of the event indicated in the host institution's confirmation letter is shorter than the period fixed in the contract, the overpaid scholarship shall be returned by the grantee.
39. The Board has the right to check the correspondence of the submitted documents to the originals.
40. In case the report or the host institution's confirmation letter is not submitted in time or if it transpires that the scholarship has not been used purposefully, the grantee is obliged to pay back the scholarship.

## **DOCUMENTATION**

41. The Board preserves the documents and data related to the Kristjan Jaak programme for a specified time in accordance with the document management regulations of the Board. The Board does not preserve the documents sent by the applicants and grantees which are not required in these guidelines.

## **PUBLICATION OF RESULTS**

42. The list of applicants nominated for the Kristjan Jaak scholarship will be published on the Board's webpage.

## **DATE OF ENFORCEMENT OF GUIDELINES**

43. The guidelines are applied from the application round of 01 October 2020.