Procedure for applying for the scholarship of activity 1.1 "Short-term study mobility" of action 1 "Participation of young researchers and Master's students in the international circulation of knowledge" of ERDF Dora Plus programme in Tallinn University

This procedure provides for the procedures for applying for a scholarship (hereinafter the scholarship), and for the processing of relevant applications of activity 1.1 "Short-term study mobility" of ERDF Dora Plus programme in Tallinn University (hereinafter TU).

Archimedes Foundation has entered into a partnership agreement No. 36.9-2/62 for the implementation of the programme and for supporting the activity. This TU procedure is based on the guidelines for Dora Plus activity 1.1 by the Archimedes Foundation and lays down further conditions by TU.

1. APPLYING FOR THE SCHOLARSHIP
1.1. TU organises four application rounds for the scholarship during the academic year. Applications can be submitted within one month by the following deadlines:
     31 January
     31 March
     31 May
     30 September
1.2. Electronic application in due form available on TU webpage is submitted for applying: https://www.tlu.ee/en/dora-plus-action-11
1.3. The following persons are entitled to apply for the scholarship:
1.3.1. Master's students and doctoral students studying in TU accredited study programmes;
1.3.2. TU lecturers and researchers who are not older than 35 years on the first day of the study mobility or not more than five years have passed from the day of defending their doctoral thesis. Those who were on a parental leave have the possiblity of extending the restrictions proportionally;
1.3.3. those who do not use other funding sources simultaneously for covering the costs related to the scholarship;
1.3.4. those who do not apply for the scholarship for visiting many countries during one study visit.
1.4. The scholarship may be applied for study visits abroad that last for 30 calendar days maximum, for a purpose of taking part in an international specialist conference, seminar or course. Short-time foreign visits related to teaching and research (incl. work in the library, using a laboratory for research work, development of study materials, work with the supervisor of the thesis, participating in fieldwork, consultations) and linked to the university's priorities are also supported.

1.5. In general (in the case of an exception, Archimedes Foundation decides on the earlier start of the study visit, where justified), at least six weeks must remain until the study visit as of the moment of the deadline of granting the scholarship (10th date of the calendar month following the application).

1.6. The scholarship covers travel and accommodation costs, daily allowances, and the participation fee of the event, where necessary, taking into account that the maximum amount of the scholarship is EUR 2,000 per one study mobility, irrespective of the duration and of the country of destination. Travel and accommodation costs are calculated on the basis of unit prices approved by directive No. 1.1-2/15/471 of 9 December 2015 of the Minister of Education and Research. The participation fee of the event is covered on the basis of expense receipts.

1.7. Participation fees may be financed also from other sources on the condition that TU has been informed thereof.

2. SCHOLARSHIP APPLICATION AND GRANTING PROCESS

2.1. Applications are processed and the award of the Scholarship is decided by the Dora Plus council established by the Vice-Rector for Research (hereinafter the Vice-Rector), which follows the principles referred to in clause 2.2 as regards the assessment.

2.2. In the assessment of the applications, the study visit's association with the studies and/or teaching work of the applicant, how the study visit's objective meets the objectives of the activity and its relation to the priorities of the university, and the applicant's success in research and teaching are taken into account. In the case of doctoral students, researchers and lecturers, the prerequisite for the processing of the application is the existence of an account in the ETIS Research Information System.

2.3. Relying upon the abovementioned criteria, a ranking list of the scholarship applicants is drawn up of the basis of received applications. The scholarships are granted following the ranking list, taking into account the principle that one applicant is generally granted one scholarship during one academic year.

2.4. The decision concerning the grant of scholarships is taken on the basis of the scholarship budget allocated to TU and the budget breakdown between Master's students, doctoral students, lecturers and young researchers that has been established by the order of the Vice-Rector.

2.5. If the number of eligible applications received is not sufficient in a category, the scholarship budget will be redistributed to another category/other categories or added to the budget of the next application round.

2.6. TU Dora Plus programme coordinator informs the scholarship applicant of the results of the application round personally via e-mail at the latest on the 10th date of the calendar month following the deadline of the application round.

3. SUBMISSION OF THE APPLICANTS' DATA TO THE DONOR

3.1. TU Dora Plus programme coordinator submits the data of the selected applicants (first name and surname, personal identification code, e-mail address, phone number, destination of the study visit, time period of the study visit, purpose of the study visit and the amount requested) by the 10th date of the calendar month following the deadline of the application round to the Archimedes Foundation.

3.2. The Archimedes Foundation will contact the scholarship recipient as of the 10th date for concluding the scholarship use agreement. In order to conclude the agreement, the scholarship recipient must submit a filled data file in the online application environment of the Archimedes Foundation, and the following annexes:
- agenda/programme of the event (if an approved programme is lacking, a reference to the homepage of the event);
- confirmation of the registration for the event or the official invitation of the host or a written confirmation (except when no host exists);
- confirmation of the amount of the participation fee.

If the purpose of the study visit is independent work, an individual work schedule approved by the thesis supervisor or immediate supervisor must be submitted. In the case of working in a library, archive, museum, etc., an excerpt from the institution's homepage or another document proving that the scholarship recipient has access to its services must be submitted.

4. REPORTING

4.1. No later than on the 15th calendar day after the arrival from the study visit, the scholarship recipient must submit the following documents in the online application environment of the Archimedes Foundation:
- study visit report;
- an official letter of confirmation by the host institution or the event organiser indicating the dates of the period spent abroad;
- when no host institution exists, a letter of confirmation signed by the thesis supervisor or immediate supervisor and travel tickets that prove the participation in study mobility on confirmed dates;
- invoice of the participation fee and a document supporting payment;
- original travel tickets or a fuel cheque from Estonia to the destination set in the agreement, if travel costs will be reimbursed on the basis of expense receipts.

5. NOTIFICATION

5.1. The programme is financed by European Regional Development Fund and the Estonian State. Information requirements of European Union structural support must be followed and met when using the scholarship.

5.2. The articles, publications, slides, etc. and oral presentations related to the study visit must acknowledge the support of the European Union by using the European Regional Development Fund's double logo or by referring to the support textually (e.g. "Publication of this article has been supported by the European Union from the European Regional

Development Fund"). Design files of the logo are available at https://www.struktuurifondid.ee/eng/application/layout-files.