

Procedure for applying for the scholarship of activity 1.2 “Doctoral students’ 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 1.2 “Doctoral students’ 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 1.2 by the Archimedes Foundation and lays down further conditions by TU.

1. APPLYING FOR THE SCHOLARSHIP

- 1.1. TU organises five application rounds for the scholarship during the academic year. Applications can be submitted by the following deadlines:
 - 15 February
 - 15 May
 - 15 August
 - 15 September
 - 15 November
- 1.2. Application in due form available on TU webpage is submitted for applying:
<https://www.tlu.ee/en/dora-plus-scholarship-phd-student-mobility>
- 1.3. Additional documents are to be submitted together with the application to TU Dora Plus programme coordinator (these documents are also required by the Archimedes Foundation):
 - a written confirmation on the admission of the doctoral student, issued by the host institution or research organisation (except when there is no host). In the case of working in a library, archive, museum, etc., an excerpt from the institution’s homepage proving that the doctoral student has access to its services during the study mobility period;
 - a work schedule approved by the signature of the thesis supervisor for the time abroad.
- 1.4. Doctoral students studying in TU accredited study programmes are entitled to apply for the scholarship.
- 1.5. Scholarship can be applied for assignments abroad that last from 31 calendar days to 10 calendar months for the purpose of studying, participating in a training or studies-related traineeship, working individually, working in a laboratory, participating in fieldwork and consultations.
- 1.6. The study mobility must be very justifiably related to the doctoral student’s research work.

- 1.7. A doctoral student may apply for the scholarship more than once during the period of studies, taking into account that support may be received for 10 calendar months in total.
- 1.8. The support enables to cover travel costs and subsistence costs related to the study mobility.
- 1.9. At least four weeks must remain until the study visit as of the moment of the deadline of granting the scholarship (the first date of the calendar month following the application).

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 usefulness and purpose, association with the research work of the applicant, the study visit's importance for the university, and the existence of an account in the ETIS Research Information System are taken into account.
- 2.3. Relying upon the abovementioned criteria, a ranking list of the scholarship applicants is drawn up on the basis of received applications.
- 2.4. The decision concerning the grant of scholarships is taken on the basis of the scholarship budget allocated to TU.
- 2.5. 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 first date of the calendar month following the deadline of the application round.
- 2.6. If it emerges before the scholarship payment that the scholarship recipient cannot attend the study mobility and cannot use the scholarship, Dora Plus council may choose another doctoral student.

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 first 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 first date for concluding the scholarship use agreement.

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 issued by the host institution or the event organiser, which must be presented on the official form of the host institution, indicating the dates of the period spent abroad for work or studies, and confirming that the scholarship recipient has achieved the purpose of the study mobility;

- 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;
- 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 the 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>.