

**Procedure for the activity 2.1 “Inclusion of foreign Master’s and doctoral students studying in degree studies” of ERDF Dora Plus programme for foreign Master’s students in Tallinn University**

The procedure provides for the procedures for applying for scholarships, and for granting scholarships (hereinafter the scholarship) under the activity 2.1 “Inclusion of foreign Master’s students and doctoral students studying in degree studies” of ERDF Dora Plus programme in Tallinn University (hereinafter the 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 2.1 by Archimedes Foundation and lays down further conditions for the scholarship by TU.

**1. CONDITIONS FOR GRANTING THE SCHOLARSHIP**

- 1.1. The following foreign Master’s students of Tallinn University are entitled to apply for the scholarship:
  - 1.1.1. those who do not hold the nationality of Estonia, and do not have the right of permanent residence / long-term residence permit in Estonia;
  - 1.1.2. those whose country of residence is not Estonia and who have not resided in Estonia during the last three years in total for more than one year (valid on the first year of applying for the scholarship);
  - 1.1.3. study for a degree at full-time study load;
  - 1.1.4. study in nationally recognised study programmes which are offered fully in a foreign language;
  - 1.1.5. have completed the study programme in the amount of at least 54 ECTS credits (if the applicant is a second year foreign Master’s student);
  - 1.1.6. do not receive support for their studies from other sources distributed for the same purpose.
- 1.2. The amount of a fixed scholarship for a foreign Master’s student is EUR 350 per calendar month. The scholarship is paid during the nominal period of studies for a maximum of 20 calendar months. The scholarship is granted together for 10 calendar months from September to June. A new application must be submitted for extending the payment of the scholarship.
- 1.3. The scholarship will not be paid during the academic leave. The payment of the scholarship will be terminated as of the calendar month the foreign Master’s student will start their academic leave. If the foreign Master’s student returns from the academic leave on the same academic year they were granted the scholarship, the payment of the scholarship will be continued as of the calendar month that follows the day of the end of the academic leave.
- 1.4. The payment of the scholarship will be terminated in the event of transferring the foreign Master’s student to part-time study or in the event of their deletion from the matriculation register. If the foreign Master’s student is deleted from the matriculation register for another reason than the full completion of the study programme, the payment of the scholarship will be terminated as of the calendar month the foreign Master’s student does not comply with the conditions for receiving the scholarship. If the foreign Master’s student is deleted in the middle of the month due to the full completion of the study programme, the scholarship will be paid for the whole calendar month.
- 1.5. The payment of the scholarship will be terminated if the foreign Master’s student takes up study mobility and goes abroad for a longer period than 30 calendar days. The payment of the scholarship will be terminated as of the calendar month the foreign Master’s student goes abroad for their study mobility. If the foreign Master’s student returns from the study mobility on the same academic year

they were granted the scholarship, the payment of the scholarship will be continued as of the calendar month that follows the last day of the study mobility.

- 1.6. TU may request the reimbursement of the scholarship paid for the months when the foreign Master's student were not anymore eligible for the scholarship.

## 2. CONDITIONS FOR APPLYING FOR THE SCHOLARSHIP

- 2.1. A signed application form is submitted to TU Dora Plus programme coordinator, which is available on the webpage of TU scholarship and includes information on the title of the study programme and the year of admission, and the confirmation that the student does not receive financial support under other measures. First year Master's students submit the application by September 10. In case of a second year Master's student, the application and an accompanying transcript of records is submitted by June 30.
- 2.2. The scholarship may be applied for one academic year, i.e. 10 calendar months.
- 2.3. TU Dora Plus programme coordinator verifies the applicants' eligibility for the scholarship.

## 3. PROCESSING OF APPLICATIONS AND GRANTING THE SCHOLARSHIP

- 3.1. Applications are processed on the basis of the budget for the scholarship allocated to TU by the Archimedes Foundation for the academic year ahead, which is distributed among study programmes and first and second year Master's students following the number of applications received.
- 3.2. On the basis of the applications, TU Dora Plus programme coordinator establishes a ranking list based on the points for the admission exam. In the case of second year foreign Master's students, the basis comprise previous academic results following the weighted average grade.
- 3.3. Scholarships are distributed to foreign Master's students on the basis of the ranking list. TU Dora Plus programme coordinator submits a proposal of the scholarship recipients to the Vice-Rector for Research.
- 3.4. The scholarship is granted by the order of the Vice-Rector for Research. TU Dora Plus coordinator informs the scholarship applicant of their election personally via e-mail.
- 3.5. The recipient of the scholarship signs a letter of confirmation.

## 4. SUBMISSION OF THE SCHOLARSHIP APPLICANTS' DATA TO THE DONOR

- 4.1. TU undertakes to submit to the Archimedes Foundation a payment application and reporting forms on the basis of which the payments of the scholarship will be made to TU. TU submits supporting documents to the payment application and reporting form, which verify the eligibility and include the following data on the scholarship holders: name, personal identification code, number of the bank account, entries in the Study Information System concerning the status of the student.
- 4.2. The list of scholarship holders is published on the webpage of the Archimedes Foundation.

## 5. NOTIFICATION

- 5.1. The programme is financed by European Regional Development Fund and the Estonian State. The scholarship holder is obliged to inform the public about using the scholarship orally or in a written text by referring to support from the European Union or by using the dual logo of European Regional Development Fund. Design files of the logo are available at <https://www.struktuurifondid.ee/eng/application/layout-files>.

## 6. PRESERVATION OF DOCUMENTS

- 6.1. TU preserves the documents and data related to the programme for four years as of December 31 of the year when the scholarship has been paid on the basis of all costs calculated as eligible in the project on June 30.