

## **PROCEDURE FOR THE ACTION 2.1 „INCLUSION OF FOREIGN MASTER'S STUDENTS AND DOCTORAL STUDENTS STUDYING IN DEGREE STUDIES" OF ERDF DORA PLUS PROGRAMME IN ESTONIAN ENTREPRENEURSHIP UNIVERSITY OF APPLIED SCIENCES**

The procedure provides for the procedures for applying for scholarships, and for the processing of applications as regards applying for a scholarship (hereinafter the scholarship) under the action 2.1 "Inclusion of foreign Master's students and doctoral students studying in degree studies" of ERDF Dora Plus programme in Estonian Entrepreneurship University of Applied Sciences (hereinafter the EUAS).

### **1. APPLYING FOR THE SCHOLARSHIP**

1.1. The following foreign Master's students of Estonian Entrepreneurship University of Applied Sciences are entitled to apply for the scholarship:

1.1.1. those who are not residents of the Republic of Estonia, do not hold the nationality of Estonia, and whose country of residence is not Estonia (if the applicant is a first year Master's student);

1.1.2. have not resided in Estonia during the last three years in total for more than one year (if the applicant is a first year Master's student), unless the person has studied and completed Master's studies in an Estonian institution of higher education during the time concerned, and who begin their studies in EUAS as of September 1;

1.1.3. have completed the study programme by the end of the first academic year for at least 54 ECTS credits (if the applicant is a second year Master's student);

1.1.4. study for a degree at full-time study load with an average grade of 4,0 and reside in Estonia during the time they receive the scholarship;

1.1.5. study in nationally recognized study programmes which are offered fully in a foreign language;

1.1.6. do not receive support for their studies from other sources. The student confirms that he/she does not receive a scholarship from other sources.

1.2. The amount of a fixed scholarship for a foreign Master's student is EUR 350 per calendar month. The scholarship is paid from September 1 to June 30 (10 months).

## 2. CONDITIONS FOR APPLYING FOR THE SCHOLARSHIP

- 2.1. A free format signed application to stand as a candidate is submitted to the EUAS Dora Plus Coordinator by October 10. The application includes the year of admission, title of the study programme, a confirmation that the student does not receive financial support under other measures and a motivational letter.

## 3. PROCESSING OF APPLICATIONS

- 3.1. Applications are processed taking into account the quotas for grants allocated to EUAS by the Archimedes Foundation for the academic year ahead, as well as the budget.
- 3.2. Applications are processed taking into account the student's previous studies, academic results and his/her motivation to receive the grant.
- 3.3. On the basis of scholarship applications, Dora Plus coordinator will draw up a ranking list of scholarship applicants based on the assessment of the EUAS Dora Plus Committee. In case of second year students, the ranking list is also based on previous academic results following the average grade.
- 3.4. Scholarships are distributed to the students on the basis of the ranking list.

## 4. AWARD OF SCHOLARSHIP

- 4.1. EUAS Dora Plus Committee confirms the award of scholarship by the signed order for paying the support, based on the ranking list of scholarship applicants.
- 4.2. EUAS Dora Plus coordinator informs the scholarship applicant of his/her election personally via email.

## 5. PAYMENT, TERMINATION OF PAYMENT AND RECLAMATION OF THE SCHOLARSHIP

- 5.1. The scholarships shall be transferred in equal payments every month (up to 10 months), on the basis of the order for granting the scholarship, to the bank account indicated by the student in his or her application for scholarship.
- 5.2. If a student goes on an academic leave after he or she has been granted a scholarship, he or she shall immediately notify the Study Department thereof and payment of the scholarship to the student shall be terminated.
- 5.3. The payment of the scholarship shall be terminated immediately if the student no longer meets the requirements for the scholarship.

5.4. If the scholarship is granted to a student by mistake due to reasons attributable to EUAS, EUAS has the right to terminate payment of the scholarship to the student when the mistake is discovered.

5.5. Possible problems related to the termination and return of the scholarship will be resolved and decided by the EUAS Dora Plus Committee.

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

6.1. EUAS coordinator submits the data of selected scholarship holders to the Archimedes Foundation.

6.2. EUAS has an obligation to pay the scholarship on a regular basis. Scholarship payments to the EUAS are made on the basis of an appropriate payment application and a report form.

## 7. NOTIFICATION

7.1. The programme is financed by European Regional Development Fund and the Estonian State. In the management of the support, the notification requirements of the European Union must be followed and fulfilled <http://www.strukturifondid.ee/nouded-avalikustamisele/>