

Approved by Vice Rector's directive No 2.4.1-112  
of 29 September 2017

**ESTONIAN ENTREPRENEURSHIP UNIVERSITY OF APPLIED SCIENCES'S PROCEDURE FOR APPLYING FOR THE GRANT OF "SHORT-TERM STUDY MOBILITY", SUB-ACTION 1.1 OF ERF DORA PLUS PROGRAMME ACTION 1 - "PARTICIPATION OF YOUNG RESEARCHERS AND MASTER'S STUDENTS IN THE INTERNATIONAL EXCHANGE OF KNOWLEDGE".**

The procedure establishes Estonian Entrepreneurship University of Applied Sciences' (hereinafter EUAS) processes of applying for and proceeding of applications for the "Short-term Study Mobility" grant (hereinafter the Grant), action 1.1 of ERF Dora Plus Programme.

1. APPLYING FOR THE GRANT

1.1. University's deadlines for applying for the Grant are:

- 1 February (visits starting from April, 1)
- 1 May (visits starting from July,1)
- 1 September (visits starting from November, 1)
- 1 November (visits starting from January, 1)

1.2. Applying requires the submission of an electronic application form available on EUAS's website: <https://www.euas.eu/index.php?pg=2597&setlang=eng>

1.3. The following persons are eligible to apply:

- Master's students under EUAS's accredited study programmes;
- EUAS's teaching staff members or researchers under 35 years of age on the first day of study mobility, or have defended doctoral thesis not more than five years ago. For those who have been on maternity leave, the restrictions can be extended proportionally.
- persons who are not on academic leave during the study visit;
- persons who do not use the Grant simultaneously with other mobility grants (the Kristjan Jaak Grant, Erasmus Plus, other actions of DoRa Plus, doctoral schools, EDUKO, etc.);
- persons who do not apply for the Grant with the aim of visiting several countries under one study visit.

1.4. The Grant can be applied for study visits abroad lasting for up to 30 days with the purpose of participating in an international speciality-specific conference, seminar or course. Grants also cover short-term study and research related visits abroad (including library work, use of laboratory for research purposes, development of study materials, working with the degree thesis supervisor, field work, consulting) if these concords with the university's priorities.

- 1.5. In general, at least six weeks are to remain between the Grant awarding deadline (10th day of the month following the application) and the study visit (SA Archimedes reserves the right to allow an earlier start with grounded reasons);
- 1.6. The Grant covers related accommodation and travel costs, daily allowances (EUR 32 per study trip day) and, if necessary, the participation fee, considering that the maximum grant volume is EUR 2000 per study mobility regardless of the duration and country of destination of the study mobility. Travel and accommodation expenses are calculated based on unit cost approved by directive No 1.1-2/15/471 of December 9, 2015 of the Minister of Education and Research. The participation fee of the event is covered on the basis of expense receipts following the earliest registration rate.
- 1.7. While the participation fee can be covered from other sources, other means of the European Regional Development Fund (including the doctoral school) cannot be used for the purpose.

## 2. PROCESSING OF GRANT APPLICATIONS AND AWARD OF THE GRANT

- 2.1. A committee formed by EUAS Dora Coordinator will process the applications and decide upon the award of the Grant, basing the assessment on the principles provided in section 2.3;
- 2.2. in the assessment of applications, relevance of the study trips to applicant's research or studies, compliance of the study trip's purpose with the purposes of the measure, relevance to university's priorities and the applicant's success in his/her research and studies shall be considered. For doctoral students, researchers and teaching staff members, processing of the application requires an account in the research information system ETIS.
- 2.3. the mentioned criteria form the basis for organizing the received applications into a ranking list. The grants are awarded on the basis of the ranking list, following the principle that each applicant is generally awarded one grant per academic year;
- 2.4. the decisions concerning the award of the Grant are based on the amount of grant funds allocated to EUAS and the distribution of the scholarship fund between Master's and teaching staff members;
- 2.5. an applicant is informed personally of the results of the application round by the EUAS's Dora Plus coordinator via e-mail on 10th date at the latest.

## 3. PROVISION OF GRANT APPLICANTS' DETAILS TO THE FUNDER

- 3.1. EUAS's coordinator forwards the details (given name, surname, personal identification code, email address, telephone number, destination, period and purpose of the study visit and the amount requested) of chosen applicants to SA Archimedes by 10<sup>th</sup> of the month.
- 3.2. SA Archimedes contacts the beneficiary as of the 10th date to conclude a grant usage agreement. In order to conclude the agreement, the grant recipient must submit a completed application form (sent by SA Archimedes), the event's agenda/programme (if there is no confirmed programme, link to the event's homepage is required), confirmation of registration for the event or the organiser's official invitation or confirmation letter and confirmation of the amount of the participation fee.

3.3. If the aim of the study mobility is independent work, an individual work schedule approved by the supervisor or direct superior must be submitted. In case of library work, an extract of the library's homepage or a similar document is required to confirm the grant recipient's access to the library's services.

#### 4. REPORTING

4.1. On 15th calendar day at the latest as of the return from the study mobility, the grant recipient must send the following documents to SA Archimedes:

- study visit report;
- a formal written confirmation letter issued by the host institution or by the organiser of the event providing date-by-date overview of the stay abroad, certifying the participation in the event;
- an invoice and document supporting the payment of the participation fee;

#### 5. ACKNOWLEDGEMENT

5.1. The programme is funded by the European Regional Development Fund and the Republic of Estonia. The use of the Grant is to follow and meet the acknowledgement requirements of European Union structural grants.

5.2. Articles, publications, slides and similar documents as well as speeches are to cite European Union grant either by using the European Regional Development Fund dual logo or by textual reference to the grant (e.g. "The article was published with the support of European Union via the European Regional Development Fund").