DIRECTIVE

Tartu

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Rules of applying for support for Dora Plus sub-activity 1.1, participation of young researchers and master’s degree students in the international exchange of knowledge

On the basis of clause 30 of the Rector of the University of Tartu Decree no. 68 of 17 December 2015, “The rules and principles of the work of the Rector’s Office”, I establish the rules of applying for support for Dora Plus sub-activity 1.1. in the University of Tartu (hereinafter the rules) as follows:

1. The University of Tartu (hereinafter university) has entered into a partnership agreement no. 36.9-2/63 (hereinafter partnership agreement) with Archimedes Foundation for granting support to young researchers and master’s students with the aim to improve the awareness of young researchers and master’s degree students of various teaching and research practices, and their involvement in international cooperation projects, raise the efficiency of doctoral studies and strengthen the compliance of doctoral studies with the principles of innovative doctoral studies.

2. The terms applicable to the grantee, using the grant and reporting are specified in the Dora Plus sub-activity 1.1 grant manual, which is available at http://archimedes.ee/stipendiumid/programm-dorapluss/ (hereinafter grant manual).

3. The grant supports study mobility for participating in a professional conference, seminar, course or other professional activity abroad (study and research related activities, such as working in a library, using a lab for research work, developing study materials, working with a supervisor, consultation, participation in field work etc.). The topic of the event must be closely related to the research of the grantee. The grant cannot be applied for visiting several countries during one mobility trip.

4. The university can submit as the grantee a person who at the time of the mobility is a University of Tartu:

4.1. doctoral student;

4.2. master’s student;

4.3. integrated bachelor’s and master’s curriculum student who has completed courses in the extent of at least 180 ECTS;

4.4. medical resident, who is not older than 35 years of age on the first day of mobility;

4.5. teaching staff or researcher who is not older than 35 years on the first day of mobility or
who did not defend their doctoral thesis more than five years previously. For those who have been on parental leave the limits can be extended proportionally.

5. The support is provided for short-term study mobility of up to 30 days (including the time of travelling to the destination of the study mobility and back). The support is for trips that begin in Estonia and abroad.

6. The maximum amount of support is 2,000 euros for one study mobility period. The grant covers accommodation and travel expenses on the basis of standardised unit prices, daily allowance and, if necessary, participating in the event on cost basis.

7. If the university compensates the difference between the minimum rate of daily allowance for official travel and the amount paid in accordance with the internal rules of the university (maximum 18 euros for the first 15 days of the official travel, but not more than 15 days per calendar month), the grantee must submit to the Archimedes Foundation after the study mobility the following documents: copies of the travel order, travel report and payment order.

8. The vice dean for academic affairs of each faculty appoints and approves a committee or committees (hereinafter faculty committee) who decide on selecting the grantees.

9. Grant applications can be submitted by the 1st date of each month (except July) until the grant budget for the respective academic year is exhausted. The faculty committee has the right to decide to organise application rounds less frequently than once a month. In such a case, the faculty committee decides in which months the application rounds are held and publishes the information on the university website. The application must be submitted so that it reaches Archimedes Foundation at least 6 weeks before the start of the mobility. In order to apply for the grant, the applicant submits to the university’s Dora Plus coordinator through the academic mobility work flow at https://www.is.ut.ee/is/akadmob/ the application and the following documents:

9.1. if participating in an event, the event programme (if there is no approved programme, a link to the event’s website is included);

9.2. an individual work plan confirmed by the supervisor/immediate supervisor if the aim of the study mobility is independent work.

10. The faculty committee has the right to request additional documents from the applicant.

11. The faculty committee evaluates the submitted applications and ranks them based on the university’s priorities:

11.1. making an oral presentation at a conference;

11.2. making a poster presentation at a conference;

11.3. participation in a conference;

11.4. participation in a seminar, course or workshop if the topic can be related to the curriculum the grantee is completing;
11.5. other study and research related activities (e.g. working in a library, using a lab, developing study materials, working with a supervisor, field-work, consultations). The topic of the event must be closely related to the research of the grantee.

12. The faculty committee can change the order of the priorities by publishing the order of priorities approved by the faculty committee on the university website.

13. Taking into consideration the terms provided in the partnership agreement, grant manual and these rules and the distribution of funding between the faculties, the faculty committee appoints their grantees and submits the list of grantees to the Dora Plus coordinator by 13:00 of the 10th day of each month (except July).

14. The Dora Plus coordinator submits the lists of grantees confirmed by the faculty committee together with the information presented in the application to Archimedes Foundation by the 10th day of each month (except July).

15. If it becomes evident before the payout of the grant that the selected grantee cannot use the grant, the Dora Plus coordinator must be notified at the first opportunity.

16. If it becomes evident before the payout of the grant that the selected grantee cannot use the grant for some reason, the faculty committee can submit a new grantee.

17. In accordance with the partnership agreement signed between the university and Archimedes Foundation and the grant manual, Archimedes Foundation signs a contract for using the grant and pays the grant directly to the grantee.

18. When using the grant, the information requirements of European Union Structural Funds must be complied with and fulfilled.

19. In total, support will be paid up to the extent of the budget agreed on with Archimedes Foundation for each academic year. The budget of the support allocated to the university is distributed in the university between the faculties based on the ratio of the number of master’s and doctoral students in the faculty to the budget allocated to the university as of 1 June.

20. Dora Plus sub-activity 1.1 is funded by the European Regional Development Fund and the Republic of Estonia. Dora Plus is implemented by Archimedes Foundation.

21. These rules will be applied retroactively starting from 1 January 2017.

/signed digitally/

Mart Noorma
Vice Rector for Academic Affairs

Copies: DFRH, P2OO, Kadri Orula, deans, vice deans for academic affairs and vice deans for research
/signed digitally/

Kadri Orula
Senior Specialist of Development and Projects