Mobility grants for doctoral students of Graduate School of the Biomedicine and Biotechnology

FOR WHICH PURPOSES CAN THE GRANTS BE APPLIED?

The aim of this measure is to improve the quality and efficiency of doctoral studies, the precondition for which is following the principles of innovative doctoral training.

Graduate schools support research-related short-term mobility to foreign countries and Estonia.

A short-term visit lasts up to 21 calendar days (including the time for travelling to the destination and back).

Visits eligible for application:

Participation in training related to the research and events for graduate students.

Participation at conferences (applications are admitted only for making conference presentations or poster presentations).

Other visits directly related to the student’s research.

FOR WHOM ARE THE GRANTS MEANT?

Doctoral students of the Graduate School of the Biomedicine and Biotechnology at the University of Tartu can apply for grants from the graduate school.

The graduate school cannot reimburse the expenses of students on academic leave and external students.

The student on academic leave has no right to carry out the curriculum (including to get a mobility grant), excluding when s/he is:

1) a person with a moderate, severe or profound disability or

2) a parent or guardian of a child younger than three years or

WHICH EXPENSES CAN BE COVERED BY THE GRANT?

The graduate school reimburses:

travel expenses: flight, bus, train;

insurance and visa expenses;

accommodation;

participation fees of events.
The graduate school does not reimburse the cost of social events at conferences, lunches and dinners, membership fees and excursions that are charged separately from the participation fee (excluding excursions related to research).

The graduate school cannot pay daily allowances.

If the visit is related to participation in an event, it can include one day before and one day after the event. The necessity of a longer visit must be substantiated and certified.

Different short-term mobility grants and project financing from structural funds cannot be combined between one another (e.g. Kristjan Jaak scholarship, DoRa Pluss, centre of excellence, etc.).

For details, please consult the program coordinator.

HOW TO APPLY AND HOW THE GRANT IS CALCULATED?

Applications can be submitted until the budget is exhausted.

A doctoral student can apply for a grant no more than twice a year.

The maximum grant is 1500 euros per visit.

The departure and destination points of the secondment have to be related to the conduct of research (the secondment need not begin and end in the same place). Journeys beginning both in Estonia and abroad can be financed.

The mobility grants of graduate schools are based on actual expenses:

1) grants are paid according to invoices for services (addressed to the University of Tartu). Travel services have to be ordered using the public procurement of the University of Tartu. The form of the travel price request can be found here: https://www.is.ut.ee/is/reisiparing

and/or

2) the expenses paid by the receiver of the grant are reimbursed based on the secondment/expenditure report after the event.

SELF-FINANCING AND POSSIBLE NON-ELIGIBLE COSTS

A precondition for the mobility grant of the graduate school is self-financing – after the final sum of expenses eligible for support is known, self-financing of 5% has to be paid to the finance source of the graduate school. The notion of self-financing refers to another source of financing of the university that is not connected to a structural funds project, not to an extra financing on the part of the doctoral student. To pay the self-financing from the source indicated in the application, the senior specialist for projects at the Dean's Office delivers an
in-house invoice after the secondment report has been submitted. To cover the self-financing, we recommend turning to your supervisor or head of the structural unit.

**Non-eligible costs:** bank transfer fees and VAT are not eligible from the graduate school.

To cover the non-eligible costs, we recommend turning to your supervisor or head of the structural unit. In case of non-eligible costs, please confirm with the keeper of the source of financing, if they agree to pay for those costs (and sum total).

If the university pays the visit expenses based on the invoice and the student cancels the visit, the student is expected to reimburse the expenses paid by the university from their own funds.

**If the visit does not meet its objectives, the doctoral student does not submit the expenditure report on time, or part of the expenses incurred later prove to be not eligible for support, the graduate school is entitled to demand the reimbursement of the expenses.**

**APPLICATION FORM**

To apply for the grant, one has to fill in the official application form; confirmations by the doctoral student and the supervisor, as well as the keeper of the source of financing are necessary, describe the aim of the visit, its expected outcome and contribution to the completion of your studies (up to 2000 characters). In case of independent work, a work plan has to be submitted. To participate in an event, please submit the programme of this event. The annexes of the application do not need to be signed separately.

**ASSESSMENT OF APPLICATIONS**

Applications are admitted throughout the year. The decision will be made within a 10 working days (please plan your secondment at least one month ahead!).

The following criteria are considered when assessing the applications:

- the applicant is a doctoral student of the Graduate School of the Biomedicine and Biotechnology of the University of Tartu, s/he is not an external student or on an academic leave (excluding the exceptions listed in § 22, subsection 10, of the Universities Act);

- the application has been filled correctly and has been approved by required parties;

- the aim of the visit is clear, the destination and work tasks are suitable, its connection with the essential needs of the student’s research and the completion of their studies is strong;

- the budget of the application is well considered and reasonable;

- if the number of applications is great, the doctoral student’s earlier participation in the graduate school activities is taken into consideration.
BEFORE VISIT

If the doctoral student is also a staff member of the University of Tartu, a secondment authorization has to be provided. The secondment authorization has to include the sentence:

“The secondment complies with the objectives and plan of action of the University of Tartu ASTRA Project PER ASPERA (2014-2020.4.01.16-0027) and the graduate school.”

If the doctoral student makes a presentation or a poster presentation at an event, the notification requirements have to be fulfilled. Please see the next chapter.

NOTIFICATION REQUIREMENTS

If the doctoral student makes a presentation or a poster presentation at an event, the notification requirements have to be fulfilled. If notification requirements are not followed, the expenses of the visit are not eligible for support from the graduate school.

The opening slide of the oral presentation or the poster has to carry the logo of the European Regional Development Fund.

REPORTING

The report consists of three parts:

1) expenditure report,

2) annexes to the expenditure report (expense documents and documents certifying the activities),

3) activity report.

If the doctoral student covers the expenses him-/herself and the graduate school reimburses them after the event, the expenditure report, expense documents, documents certifying the activities and the activity report have to be submitted.

If the University pays for the expenses according to the invoice, and the doctoral student does not incur more expenses, the expense documents, documents certifying the activities and the activity report have to be submitted.
EXPENDITURE REPORT

The doctoral student who is also a staff member of the University of Tartu has to submit the secondment report within five working days after the end of the secondment.

The doctoral student who it is not a staff member of the University of Tartu uses the expenditure report form and submits the report within seven days after the end of the visit.

ANNEXES TO THE EXPENDITURE REPORT

The doctoral student who is also a staff member of the University of Tartu has to submit the secondment report within five working days after the end of the secondment.

The doctoral student who it is not a staff member of the University of Tartu uses the expenditure report form and submits the report within seven days after the end of the visit.

ANNEXES TO THE EXPENDITURE REPORT

Expense documents

All the expense documents of the visit have to be preserved; they have to be submitted together with the expenditure report to the coordinator of the program (Kristina Mäemets-Allas, phone +372 737 5883).

Expense documents have to be submitted in original. Tickets, boarding passes, invoices, etc. have to be arranged chronologically.

If the doctoral student has paid by bank card or transfer, the payment order or bank statement has to be added.

Documents to certify activities:

If the objective of the visit is independent work, the main proof is the activity report where the main assignment and its result have to be described for each day.

If the objective of the visit is meeting the (co)supervisor or consultant, the exchange of emails about arranging the appointment or a confirmation letter in free form signed by the receiver have to be added. In the activity report, the work tasks and results of each day have to be described.

If the objective of the visit is participation in an event, the programme of the event has to be added to the activity report and certificate of the participation (if provided).

If the doctoral student participates in an event with a presentation or a poster presentation, he/she has to follow the notification requirements and submit the slides of the oral presentation or the file of the poster presentation after the visit with the activity report.
ACTIVITY REPORT

Along with the expenditure report, all doctoral students must submit an activity report in free form, up to 5000 characters, to the graduate school. The activity report explains the outcome of the visit in relation to the quality of research and the completion of studies.

If the visit is not connected with participation in an event, the work tasks and results of each day of the visit have to be described.

See also annexes to the expenditure report – Documents to certify activities.