

THE SCHOLARSHIP AND GRANT STATUTE OF EUROACADEMY

The scholarship and grant statute of Euroacademy is established pursuant to the Study Regulations of Euroacademy and in accordance with section 19 of the Income Tax Act, Study Allowances and Study Loans Act and the Government of the Republic Regulation of December 20, 2013 No.178 "The Types, Amount and the General Terms and Conditions of the Designation of Student Scholarships".

I. General Provisions

1. The Scholarship and Grant Statute of Euroacademy (hereinafter the statute) shall establish the scholarships and grants awarded by Euroacademy and the principles for awarding them. The statute shall not apply to scholarships or grants awarded by the state or third persons.
2. The aim of the scholarships and grants of Euroacademy is to support and encourage the studies of students demonstrating excellent study results and activity and similarly the research work undertaken by eminent lecturers and students at Euroacademy. Euroacademy shall award the following scholarships and grants:
 - 2.1. study scholarship of Euroacademy;
 - 2.2. the scholarship of the student council of Euroacademy;
 - 2.3. the research grant of Euroacademy;
 - 2.4. need-based special study allowance.
 - 2.5. In addition to the scholarships or grants enlisted in clauses 2.1-2.4, the governor of Euroacademy NGO Eesti Euroinfo Ühing (hereinafter Ühing) may in accordance with the Income Tax Act allocate special grants to activities serving the institution's objectives.
 - 2.6. In addition to the scholarships or grants enlisted in clauses 2.1-2.5, the rector of Euroacademy may allocate allowances to the employees or students of Euroacademy in extraordinary circumstances in case the employee or student requires material assistance.
3. The scholarships and grants awarded by Euroacademy shall not be financed by the collected tuition fees, instead, they will be funded by other income of Euroacademy or Ühing. The amount of the scholarship and grant fund for each academic year shall be determined by the board of Ühing in the annual budget.
4. The allocation, awarding and amount of the scholarships and grants shall be divided by the scholarship committee of Euroacademy. The members and rules of procedure of the scholarship committee shall be determined by the Rector's decree. The members of the committee shall include the Vice Rector for Academic Affairs, the Head of the Study Department and at least one (1) representative of each faculty.
5. The competition for the scholarships and grants, except for the needs-based special study allowance, shall be announced by the Rector's decree. The information concerning the public competition shall be disclosed in the study information system of Euroacademy as well as on the notice boards of the study buildings. The information on the terms and application of the needs-based special study allowance shall be disclosed on the Euroacademy homepage.
6. The competition for the scholarship and research grants shall generally take place once (1 time) a year in the autumn term on December 15th at the latest. The needs-based special study allowance may be applied for throughout the academic year. The research grant may also be applied for

outside the period of public competition, however, the extraordinary application shall be processed only in case of the existence of the respective funds available.

7. In order to participate in the competition, the applicant shall submit a written application with the necessary documents by the due date to the secretary of Euroacademy.
8. The scholarship committee shall consider the applications within two weeks following the due date of the submission of the scholarship applications or the submission of the research grant application. On the proposal of the scholarship committee, the Rector shall approve the recipients of the scholarships or grants. The decision made by the scholarship committee shall be disclosed to the applicant in writing within five (5) working days after making the decision.
9. The total sum of all the scholarships granted to a student within one academic year must not exceed 25% of the tuition fee of the given academic year.
10. As a rule, the accounting of Euroacademy shall consider the allocation of the scholarship at the issuance of the tuition fee instalment invoice following the scholarship competition of the respective academic year. The scholarship shall be deducted from the tuition fee instalment.
11. The scholarship committee shall have the right to reject an application in case the applicant does not meet the terms and conditions of the scholarship.
12. All documentation related to the scholarship competition shall be archived in the accounting of Euroacademy pursuant to the retention periods determined in the Accounting Act.
13. Upon the awarding of the scholarship, Euroacademy shall have the right to require the presentation of the following documents:
 - 13.1. a confirmation from the register of the local government concerning the composition of household;
 - 13.2. a confirmation of the acquisition of other simultaneous social benefits;
 - 13.3. a confirmation of the acquisition of other scholarships prescribed by law;
 - 13.4. in case of applying for the needs-based special study allowance, the documents confirming the circumstances on account of which the student would not be able to continue his studies without the respective allowance;
14. Euroacademy shall retain the right to check the accuracy of the data and documents submitted or present these for verification to competent authorities or persons.
15. In case there are no suitable candidates, the scholarship committee shall have the right not to award any scholarship(s).

II. The Application for and Awarding of Scholarships and Research Grants

16. The study scholarship of Euroacademy
 - 16.1. A student of professional higher education and Master's study can apply for the study scholarship set out in section 2.1 of the statute in case he or she meets the following requirements:
 - 16.1.1. the student studies at least in his or her second year;
 - 16.1.2. the student has completed his or her curriculum 100%;
 - 16.1.3. the student has no tuition fee arrears or other financial obligations to Euroacademy;

- 16.1.4. the student is not on academic leave;
- 16.1.5. student's average grade in the two previous terms was 3.0 or above.
- 16.2. The amount of study scholarship may be up to 20% of the tuition fee of the respective faculty in the given academic year.
- 16.3. The study scholarship fund shall be proportionally divided between the applicants meeting the requirements set out in section 16.1 of the statute such that:
 - 16.3.1. the weighted average grade of 4.6 or above shall give an advantage of up to 90% above the average (the scholarship fund in proportion to the number of applicants);
 - 16.3.2. the weighted average grade of 4.0 to 4.6 shall give an advantage of up to 50% above the average (the scholarship fund in proportion to the number of applicants);
 - 16.3.3. no scholarship awarded shall be less than fifty (50) euros.
 - 16.3.4. In case the requirements set out in sections 16.3.1 to 16.3.3 of the statute cannot be met on account of the number of applicants, the applications of the students with the lowest weighted average grade shall be rejected to an extent as to meet the above-mentioned requirements.
- 16.4. For the application of the scholarship, the student must fill the application pursuant to the form in Appendix 1 of the statute and submit it to the secretary of Euroacademy by the due deadline.
- 17. The scholarship of the student council of Euroacademy
 - 17.1. The aim of the student council scholarship is to motivate and acknowledge the members of the student council for their activity in and contribution to the council work.
 - 17.2. The student council scholarship may be applied for by all members of the student council meeting the requirements set out in sections 16.1.2 to 16.1.4 of the statute.
 - 17.3. The initial suggestions to the scholarship committee for the allocation of the student council scholarship shall be made by the student council.
 - 17.4. In awarding the student council scholarship, each applicant's activity and contribution to the student council work shall be considered. Similarly, in the allocation of the student council scholarships, the applicants' academic achievement and the level of study may be considered
 - 17.5. The student council scholarship shall not be less than fifty (50) euros.
 - 17.6. For the application of the student council scholarship, the student must fill the application pursuant to the form in Appendix 2 of the statute and submit it to the secretary of Euroacademy by the due deadline.
- 18. The research grant of Euroacademy
 - 18.1. The aim of the research grant is to support and motivate the lecturers and students of Euroacademy to contribute to the implementation of the research and development work as well as the creative activity of Euroacademy.
 - 18.2. The research grant shall be awarded to lecturers and students of Euroacademy on the basis of their personal application. The research grant may be applied for by all students meeting the requirements set out in section 16.1 of the statute and the academic staff of Euroacademy.
 - 18.3. The research grant shall wholly or partially cover the travel and accommodation expenses related to the publication of research results and the costs related to the publication of research results.
 - 18.4. In awarding the research grants, the following aspects shall be considered:

- 18.4.1. the level and citation index of the publication;
- 18.4.2. the inclusion of international or external co-authors outside Euroacademy;
- 18.4.3. relation to the priorities of the research and development work and creative activities of Euroacademy.
- 18.5. For the application of the research grant, the applicant must fill the application pursuant to the form in Appendix 3 of the statute and submit it to the secretary of Euroacademy by the due deadline.
19. In case two students will obtain an equal number of points in the scholarship or research grant allocation ranking, the advantage in receiving the scholarship or grant is given to:
 - 19.1. a student studying full-time;
 - 19.2. a student with a higher weighted average grade.

IV. The application for and allocation of needs-based special study allowance

20. The needs-based special study allowance is a monetary allowance granted under the conditions provided for in the Study Allowances and Study Loans Act to students in order to cover expenses related to the acquisition of education in case the needs-based study allowance application has been rejected.
21. The needs-based special study allowance may be applied for on the conditions pursuant to section 5 subsection 2 of the Study Allowances and Study Loans Act.
22. The needs-based special study allowance may be applied for by a student:
 - 22.1. who has enrolled at Euroacademy in the academic year 2013/2014 or later;
 - 22.2. who is a citizen or a long-term resident of Estonia or resides in Estonia on the basis of a temporary or permanent residence permit;
 - 22.3. who is not granted the needs-based study allowance in the given term;
 - 22.4. who studies full-time and by the time of the given term has earned 75% of the cumulative credits of the curriculum in the previous terms, or the student is a full-time first-year student.
23. In awarding the needs-based special study allowance, the following aspects shall be considered:
 - 23.1. student's economic situation hinders the student from continuing his or her studies, whereas the economic situation shall be evaluated on the basis of the family income per each family member. The family members of the student shall be deemed to be the spouse and minor children of the applicant or his or her parents or guardian;
 - 23.2. the student's and his or her family members' income has decreased in connection with registration of the student or his or her family member as unemployed or in connection with permanent incapacity for work in the extent of 80–100 per cent;
 - 23.3. the student is an orphan or has been raised in a children's home;
 - 23.4. the student is dependent on parents who are on pension;
 - 23.5. both of the student's parents are unemployed.
24. The needs-based special study allowance is not dependent on the student's academic progress (grades). The student cannot apply for the needs-based special study allowance while on academic leave.

25. The needs-based special study allowance may be applied for throughout the academic year, however, preferably at the beginning of the term (in February and September). For the application of the special study allowance, the student must fill the application pursuant to the form in Appendix 4 of the statute and submit it to the secretary of Euroacademy by the due deadline.
- 25.1. Euroacademy shall retain the right to ask the presentation of supplementary documents (for instance, a document certifying the registration of unemployment etc) if necessary. Similarly, the student may be asked to present the rejected application for the needs-based study allowance of the current month including the reason for the rejection of the application.
- 25.2. In the presence of all the necessary documents, the submitted application shall be reviewed and the respective decision made within ten (10) working days.
- 25.3. The applications shall be reviewed and the allowances granted in the order of the receipt of the applications within the limits of the financial resources allocated to Euroacademy for the needs-based special allowances.
- 25.4. The amount of the needs-based special study allowance is one hundred and thirty-five (135) euros. The allowance shall be paid for up to five months in an academic year following the month of the application.
26. Upon the calculation of the student's average income:
 - 26.1. the family members of an up to 24-year-old student shall be deemed to be: his or her parents and minor siblings (including half-siblings) if the student is not married or a parent of a child;
 - 26.2. the family members of the student shall also be deemed to be up to 24-year-old siblings who acquire general secondary education in full-time study or vocational education in full-time study or higher education in full-time study and who have not exceeded the nominal period of curriculum;
 - 26.3. in case the student is married or a parent of a child, the family members of a student shall be deemed to be his or her spouse and/or minor children whose parent or guardian the student is;
 - 26.4. upon the calculation of the income of a student of 25 years of age or older who is not married or a parent of a child, the income of his or her parents shall not be considered;
 - 26.5. upon the calculation of the average income, the total sum of the income shall be divided by twelve and thereafter by the number of the student and his or her family members.

V. Final provisions and liabilities

27. Euroacademy shall retain the right to reclaim the scholarship or student council scholarship from a student following his or her indecent behaviour, whereby the given student shall thereafter have no right to apply for the scholarships or grants set out in sections 2.1 to 2.3.
28. The implementation of the statute shall be monitored by the Rector.
29. The statute regarding the scholarships of Euroacademy approved by the decision of the Euroacademy Council of October 9, 2012 and by the decision of the board meeting decision of MTÜ Eesti Euroinfo Ühing of October 9, 2012 shall hereby be repealed.
30. „The Procedures of the Allocation of the Needs-based Special Study Allowance“ approved by the decree of the Rector of Euroacademy of shall be hereby repealed.
31. The statute has been approved by the decision of the Euroacademy Senate of February 16, 2016 and shall take effect on March 1, 2016.

APPROVED by
Euroacademy Senate decision
of February 16, 2016
Amended by the resolution of March 17, 2017

32. Any amendments made in the Appendices of the statute shall be approved by the Rector of Euroacademy.

APPENDIX 1
Scholarship application form

First name, surname	
Date of birth, ID code	
Date of application	
Student code	
Place of residence	
Phone number	
E-mail address	
Curriculum, curriculum number	
Full-time/ part-time	
No negative performance	(filled by the study department)
Weighted average grade	(filled by the study department)
No tuition fee arrears	(filled by the accounting)
Published works	
Participation in projects	
Representing Euroacademy in the society	

APPENDIX 2

Student council scholarship application form

First name, surname	
Date of birth, ID code	
Date of application	
Student code	
Place of residence	
Phone number	
E-mail address	
Curriculum, curriculum number	
Full-time/ part-time	
No negative performance	(filled by the study department)
Weighted average grade	(filled by the study department)
No tuition fee arrears	(filled by the accounting)
Activities in the student council	
Representing Euroacademy in the society	
Participation in projects	
Published works	

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APPENDIX 3
Research grant application form

APPENDIX 4

Needs-based special study allowance application form

The student shall present a Tax and Customs Board certificate to certify the average monthly income of each family member in the past three months. The applicant's family members may order the statement on the Tax and Customs Board website and assign the recipient of the electronic statement.

The statements should be sent to the e-mail address inessa@euroakadeemia.ee

The signed application form with the enclosed documents shall be submitted by the student to the secretary of Euroacademy or the digitally signed application to the e-mail address inessa@euroakadeemia.ee

TO THE NEEDS-BASED SPECIAL STUDY ALLOWANCE ALLOCATION COMMITTEE OF EUROACADEMY

First name:

Surname:

ID code:

Faculty:

Phone number:

E-mail:

APPLICATION

I hereby apply for the needs-based special study allowance at Euroacademy due to my recently decreased economic situation and I hereby confirm that I shall not apply for the respective allowance for the given period at any other higher education institution in Estonia.

The number of family members (including myself) in the household is:

The following documents have been attached/enclosed to the application:

- The Population Register data concerning the number of family members
- The Tax and Customs Board data concerning the income of each family member in the past three months
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The allowance should be transferred to my personal bank account:

.....(IBAN)

.....

(signature)

.....

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(date)