

Procedure for applying for and issuing a research and development scholarship

The research and development scholarship of Tallinn Health Care College (hereinafter the College) is issued from its own revenues generated from the economic activities of the College with the aim of recognising research and development work (hereinafter work) performed by college students/students (hereinafter students).

Three scholarships will be awarded: 1st, 2nd and 3rd place. The specific amount of the scholarship is determined depending on the possibilities of own revenue generated from the economic activities of the College and is approved separately by the College Council for each financial year.

The Research and Development Scholarship Committee of the College has the right not to issue a scholarship due to non-compliant work.

1. Contest announcement

- 1.1. The contest for the research and development scholarship is open to the public and will be announced on the College's website under the heading "news" and a notice will be sent to students via Tahvel study information system one month before the submission deadline.
- 1.2. The scholarship application form is available and can be filled in all year round on the College's website.

2. Submission of work:

- 2.1. Descriptions of research or project activities that have been previously submitted or the results of which have been published/applied in practice, but which are not a student's final thesis, may be submitted to the contest.
- 2.2. The contest materials for applying for a research and development scholarship are submitted by the student via the application form available on the College's website as described below:
 - 2.2.1. contact details of the applicant (incl. address, personal identification code, curriculum, course and bank account number of the applicant);
 - 2.2.2. brief summary of the work: title, name of the supervisor, time of performance, importance in the field of health, medicine or social, results, student's declaration that he/she is the author of the paper / materials submitted;
 - 2.2.3. a reference to its presentation/implementation/publication with evidence (reference to the publication, presentation materials, patent, conference program, etc., which reflects the applicant's activities);
 - 2.2.4. digitally signed full paper (maximum file size up to 100 MB, file format .bdoc).

- 2.3. The materials must be submitted via the website of the College by filling in the application form to the Research and Development Scholarship Committee no later than the last Monday of May.

3. Assessment of the work submitted to the contest

- 3.1. The works submitted to the contest will be assessed by the Research and Development Scholarship Committee of the College on the basis of the following criteria (see Appendix 1):

- the goal of the work is justified;
- the work is important for the development of the profession;
- the issue/topic is addressed in new/relevant manner;
- the results are clearly worded and factual;
- the discussion part reflects the student's analytical skills;
- the results of the work have been published and/or presented at a professional/interdisciplinary event;
- the formatting of the work complies with the instructions of the College.

- 3.2. The members and chair of the committee shall be determined by the RUTA workgroup.

- 3.3. The basis for awarding the scholarship is a ranking based on the assessment results.

- 3.4. In the event of a tie, the Committee may give preference to the candidate with the highest number of high scores. In the event of a tie, the final decision shall be made by the chairman of the Committee.

- 3.5. Based on the decision of the Committee, a proposal is drawn up for the Rector to prepare a directive.

4. Announcement of the contest results

- 4.1. The results of the contest will be announced at the reception event of successful students of the College.

- 4.2. On the basis of the Rector's directive, a certificate of appreciation is issued to the students recognized in the contest and the scholarship is transferred to their bank account.

Research and development scholarship assessment criteria

The overall score is based on the following points:

Completely disagree = 0

Rather disagree = 1

Hard to say = 2

Rather agree = 3

Completely agree = 4

	Completely disagree*	Rather disagree*	Hard to say*	Rather agree*	Completely agree*
The goal of the work is justified					
The work is important for the development of the profession					
The issue/topic is addressed in new/relevant manner					
The results are clearly worded and factual					
The discussion part reflects the student's analytical skills					
The results of the work have been published and/or presented at a professional/interdisciplinary event					
The formatting of the work complies with the instructions of the College					