

# Procedure for requesting and processing an Internship Instructor Grant for enterprises

Passed 11.12.2008 no. 46  
Entry into force 01.01.2009

The regulation is established on the basis of § 6(3)(2) of the Local Government Organisation Act and in accordance with § 26(1)(5) of the Tallinn Statute, Tallinn City Council Decision No 129 of 19 June 2008 "Development Plan of Tallinn 2009–2027" and Tallinn City Council Decision No 135 of 19 June 2008 "Tallinn Innovation Strategy 2009-2013".

## Chapter 1 GENERAL PROVISIONS

### § 1. Scope of application

(1) The procedure for requesting and processing an Internship Instructor Grant (hereinafter *the procedure*) regulates the allocation and use of the grant for the activities of an internship supervisor (hereinafter *the grant*) through the Tallinn City Enterprise Board (hereinafter *the Enterprise Board*). An enterprise is regarded as a company in the Procedure.

(2) Companies engaged in the following fields of activity are ineligible to apply:  
(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

- 1) Primary production of agricultural products listed in Annex I to the Treaty establishing the European Community;
- 2) Hunting and related service activities (EMTAK 2008, Division A, Subdivision 01) and forestry (EMTAK 2008, Division A, Subdivision 02) and related service activities;
- 3) Fishery and aquaculture and related service activities (EMTAK 2008, Division A, Subdivision 03);
- 4) Production of beverages, excl. production of alcohol-free beverages, mineral water and other bottled water (EMTAK 2008, Division C, Subdivision 11, excl. Subdivision 11.07);
- 5) Production of tobacco products (EMTAK 2008, Division C, Subdivision 12);
- 6) Brokerage, wholesale and retail trade, excl. maintenance and repair of motor vehicles and motorcycles (EMTAK 2008, Division G, excl. Subdivision 45.2);
- 7) Financing and insurance activities (EMTAK 2008, Division K);
- 8) Real estate activities (EMTAK 2008, Division L);
- 9) Legal operations and accounting, market research and public opinion polls (EMTAK 2008, Division M, Subdivisions 69 and 73.2);
- 10) Organisation of gambling and betting (EMTAK 2008, Division R, Subdivision 92).

### § 2. Purpose of the grant

(1) The objective of the grant is to stimulate cooperation between universities, vocational universities, vocational education institutions and enterprises in order to organise high-quality internships and to motivate enterprises to use experienced staff to supervise interns.

(2) Grants are awarded for the supervision of interns studying in the following fields of study established under the Estonian Higher Education Standard and the Vocational Education Standard: natural and applied sciences (all fields of study and curricula); engineering, manufacturing and construction (all fields of study and curricula); humanities and arts (arts curricula only).

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(3) The grant is expected to result in the following changes:

- 1) enterprises will be more motivated to find highly qualified workers with the right skills who can create added value and support their objectives;
- 2) universities, vocational universities and vocational education institutions will be able use competent and experienced specialists as internship instructors;
- 3) it will become easier for educational institutions and interns to find internship placements.

### § 3. Terms

(1) Terms used in the Regulation include:

- 1) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)
- 2) vocational education institution - an educational institution where the knowledge, skills and attitudes necessary for the pursuit of a trade or profession are acquired. The basis for the operation of a vocational institution is laid down in the Vocational Educational Institutions Act; (Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

3) vocational university - an institution of higher education where higher education is obtained and the basis for the activity of which is laid down in the Institutions of Professional Higher Education Act;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

4) university - an educational, creative, research and development institution which provides higher education at the three levels of higher education in accordance with the Estonian Higher Education Standard and whose activities are governed by the Universities Act;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

5) internship - work for the realisation which the grant is requested and used, carried out during a limited period of time and within the curriculum of an educational establishment in a working environment related to the intern's field of study and performed under the direction of an internship instructor with specific objectives;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

6) internship instructor - a specialist with at least 3 years' professional experience and appropriate qualifications who has a full-time employment contract with the applicant;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

7) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

8) Application for a grant (hereinafter referred to as *the application*) - a written application in a compliant format, accompanied by the supporting documents;

9) grant applicant (hereinafter referred to as *the applicant*) - a company that has submitted an application for a grant together with an educational establishment;

10) grant beneficiary - a company whose application is approved and with whom a grant agreement is concluded.

11) field of activity - the field in which the applicant has indicated the principal activity in its last annual report submitted to the commercial register.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

## **Chapter 2 THE BASIS FOR AWARDING THE GRANT**

### **§ 4. Eligible expenses**

(1) A grant can be awarded to an instructor for the additional work of supervising up to two interns during their internship period per calendar year. Grants shall be awarded for up to 40 hours of supervision per week per internship instructor.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(2) Grants shall be awarded in accordance with the ceilings laid down in § 6 to cover the following expenditure (hereinafter referred to as *eligible expenses*): additional remuneration of the internship supervisor and all taxes and payments to be paid or deducted from salaries.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(3) Only expenses incurred during the period of the internship or at the latest by the deadline for the submission of the final report stipulated in the contract may be considered eligible expenses.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(4) The additional remuneration paid to the internship supervisor for the supervision of the intern for the duration of the internship as specified in the curriculum and indicated in the application is considered an eligible expense.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(5) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

### **§ 5. Internship period**

(1) The internship period is the period of time agreed between the applicant and educational institution, as specified in the application, during which project activities start and end and the expenses necessary to complete the project are incurred.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(2) The period of the internship must fall within one calendar year.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(3) The contract shall be deemed terminated once the final report has been approved and the last payment has been made to the beneficiary.

### **§ 6. Grant limits and conditions**

(1) The maximum amount of the grant is €2 per hour per intern, including all taxes and payments to be paid or deducted from salaries.

(2) The maximum grant per applicant per calendar year is €2000.

(3) The grant is awarded to cover 100% of the eligible costs.  
(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

## **Chapter 3 APPLYING FOR A GRANT, REQUIREMENTS FOR THE APPLICANT AND THE APPLICATION**

### **§ 7. Applying**

(1) Grant applications are accepted in rounds.

(2) The call for applications and the deadlines of each round are announced by order of the Head of the Enterprise Board, which publishes them in Päevaleht and on its website.

(3) An application shall be submitted to the Enterprise Board using the appropriate application form. The Enterprise Board shall make the application form available on its website and at the Enterprise Board's enterprise information point.

(4) The application must be submitted to the Enterprise Board as a digitally signed electronic document or as a signed paper document with an electronic copy. The application shall be signed by a legal representative.

(5) The admission of applications shall be suspended by order of the Head of the Enterprise Board if the total amount of grants payable based on the applications accepted in the relevant financial year is equal to the amount for which the Enterprise Board is authorised to pay grants in that financial year. The Enterprise Board shall announce the suspension of the admission of applications in Päevaleht and on Tallinn's website. Applications submitted after the suspension of application admissions will be rejected and returned to the applicant.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(6) After the suspension of applications specified in Subsection (5), the acceptance of applications will be continued by order of the Head of the Enterprise Board if additional funds are provided in the city budget for the allocation of the grant. The Enterprise Board shall announce the continuation of the admission of applications in Päevaleht and on Tallinn's website.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

### **§ 8. Requirements for the applicant**

(1) The applicant must be a company registered in the Estonian Commercial Register, registered in Tallinn, whose principal place of business is in Tallinn and whose internship site is also in Tallinn (excluding customer visits).

(2) The applicant must meet the following requirements:

1) the applicant must not be in arrears with national or local taxes, unless these are deferred. If the debt is deferred, payments must be made according to the payment schedule. The applicant must have performed the obligation to file the tax returns stipulated in the Taxation Act appropriately;

2) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

3) No liquidation, rehabilitation or bankruptcy proceedings have been initiated against the applicant or a person having a controlling influence over the applicant and no bankruptcy decision has been made about them;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

4) the applicant has been operating for at least one financial year and submitted at least one annual report to the Commercial Register;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

5) the applicant's number of full-time employees is at least one, based on the last annual report submitted to the Commercial Register;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

### **§ 9. Obligations of the applicant**

(1) The applicant is obliged to:

1) submit, at the request of the Enterprise Board, additional information and documents concerning the applicant and the application in the required form and within the required time limit;

2) allow verification of the applicant's and the application's compliance with the requirements, including on-site visits and verification of the accuracy of the information provided;

3) inform the Enterprise Board in writing or by e-mail prior to the planned activities in the case of changes in the time or place of the internship or activities mentioned in the project or in the supervisor of the internship;

4) inform the Enterprise Board promptly of any changes in circumstances upon discovery. This

includes changes to the submitted data or circumstances which may affect the Enterprise Board's or the applicant's ability to accomplish its duties, such as changes to the applicant's name, address or legal representatives, the filing for bankruptcy or the appointment of a liquidator, or termination of the applicant's activities. This must be reported to the Enterprise Board even if the aforementioned changes have already been documented in a public register or published in the media;

5) promptly inform the Board in writing of the decision to transfer the applicant company or part of the applicant company and its assets or rights;

6) comply with other obligations provided by legislation and provide the Enterprise Board with information that may affect the decision on the application.

#### **§ 10. Requirements for the application**

(1) The application must contain at least the following information:

1) general information about the applicant, such as name of applicant's business, Commercial Register code, VAT number, postal address, telephone number, e-mail address, bank details, details of their legal representative, their primary field of activity and short description of it;

2) details of the internship, including its purpose, the identity of the supervisor and the place or places where the internship will be carried out, the expected results, the start and end dates of the activities, the number of hours of supervision, the expenses per activity, the grant amount requested;

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

3) a list of supporting documents (confirmation from the educational institution that the internship has taken place and information about the intern, the internship plan, documents certifying the competence of the internship supervisor);

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

4) a declaration by the applicant that the information provided is correct.

(2) The application must be submitted no later than the first day of the internship period.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

### **Chapter 4 PROCESSING OF APPLICATIONS**

#### **§ 11. Processing of applications**

(1) If the application is not clear enough or has other shortcomings, the Enterprise Board may request the applicant to provide additional information or to remedy the shortcomings in the application. This should include an indication of the issues that need to be clarified or completed, and the deadline for submitting them. If the shortcomings are not remedied by the deadline, the Enterprise Board may reject the application.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(2) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(3) If necessary, the Enterprise Board may consult the Estonian Employers' Confederation or other enterprise unions or specialists in the field.

(4) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(5) (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

#### **§ 12. Acceptance or refusal of an application**

(1) The decision to approve or reject an application is taken by order of the Head of the Enterprise Board within 20 working days of receipt of the application.

(2) The application will be approved if the applicant and the application meet the requirements set out in the Procedure. An application will be rejected if the applicant or the application fails to meet the requirements set out in the Procedure.

(3) If the amount to be paid out on the basis of eligible applications exceeds the total amount allocated to the Enterprise Board for the relevant financial year, the Enterprise Board shall rank the eligible applications in order of the time of receipt and make the decision referred to in § 7(5). Applications received before the decision is made shall be granted up to the amount provided for that purpose in the city budget and in the order in which the applications are received. Applications for which the budget is insufficient will be rejected.

(4) The Enterprise Board will forward the decision to approve or reject the application to the applicant by post or e-mail within 5 working days of the decision. A digitally signed decision may be sent by e-mail, provided that the applicant has given their consent for this in the application.

(5) The decision to approve the application shall be valid for two months from the date of the decision, during which time the applicant will sign a contract with the Enterprise Board.  
(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

**§ 13. (Repealed - Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)**

**§ 14. Disbursement of the grant**

(1) The use and disbursement of grants is regulated by a contract. The standard grant agreement form and its annexes are approved by the municipality.

(2) The grant is paid on the basis of the eligible expenses actually incurred by the beneficiary in carrying out the internship.

(3) The grant will be paid once the report submitted by the beneficiary has been approved by the Enterprise Board.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(4) The Enterprise Board has the right to carry out inspections of the use of the grant at any time, and to request additional information and documents on the implementation of the internship and the use of the grant.

(5) If the grant is not used for its intended purpose or if the beneficiary of the grant fails to comply with the terms and conditions of the procedure or the contract or submits false information, the Enterprise Board has the right to unilaterally terminate the contract, suspend further payment of the grant and request partial or full reimbursement of the grant paid.

## **Chapter 5 FINAL PROVISIONS**

**§ 15. Reporting, inspection and document retention**

(1) The beneficiary is required to submit a report in accordance with the terms of the contract. The report form is an integral part of the contract.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(2) Use of the grant is monitored by the Enterprise Board.

(3) The Enterprise Board has the right to carry out inspections at any time on the use of the grant for its intended purpose, and to request additional information and documents on the implementation of the internship and the use of the grant.

(4) In order to ensure that the grant has been used for the intended purpose, the Enterprise Board will base its examination on the application, the terms and conditions of the contract, the report and, where appropriate, the results of an on-the-spot inspection.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

(5) The Enterprise Agency organises the archiving of the applications, the decisions on them and the reports on the use of the grant.

**§ 15<sup>1</sup>. Application of the procedure to applications submitted and contracts concluded before its entry into force**

Applications submitted and contracts concluded before the entry into force of the amendments to the procedure shall be governed by the legislation in force at the time when the application was submitted or the contract was concluded.

(Tvk Regulation No 17 of 19 June 2012, entry into force 03.09.2012)

**§ 16. Repeal of legislations**

[Excluded from this document]

**§ 17. The regulation's entry into force**

The regulation enters into force on 1 January 2009.