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(entry into force 1.01.2018)
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Procedure for Applying to a Visiting Student Place

1. General provisions

1.1 The Procedure for Applying to a Visiting Student Place lays down the requirements for students and the procedure of applying at Tallinn University of Technology (hereinafter referred to as "TalTech").

2. TalTech student mobility for studies at a higher education institution abroad under the Erasmus+ programme and under bilateral agreements (hereinafter referred to as "study abroad").

2.1 The Office of Academic Affairs announces the competition for study mobility under the Erasmus+ programme and under bilateral agreements twice a year – in February and in September. A notice of the competition is published on the TalTech website on studies abroad.

2.2 The competition is open to TalTech students who meet the following requirements:

2.2.1 the student has completed at least one semester of studies at TalTech. The requirement applies only to first-level students; [entry into force 30.01.2019]

2.2.2 the student is not on academic leave; [entry into force 30.01.2019]

2.2.3 the student's English language proficiency corresponds to at least B2 level and meets the additional language requirements of the host institution;

2.2.4 the student is not in arrears to TalTech.

2.3 A School may establish additional terms and conditions for participation in the competition, which shall be published together with the notice of competition on the TalTech website on studies abroad.

2.4 A student shall submit an application for participation in the competition in the study information system ÕIS (hereinafter referred to as "ÕIS").

2.5 In order to determine the results of the competition, a committee (committees) shall be formed, which shall include a representative of the Office of Academic Affairs.

2.6 At the competition preference is given to students who complete their curriculum during the period of study abroad.

2.7 The Office of Academic Affairs shall notify the applicants of the results of the competition by e-mail within four weeks as of the deadline for application.

2.8 A successful competition candidate (elected candidate) shall enter information on his or her study abroad, including the name of the host institution and the period of his or her study abroad, in ÕIS.

2.9 For studying abroad a trilateral learning agreement shall be entered into between the student, TalTech and the host institution. The programme director shall sign the learning agreement on behalf of TalTech. A learning agreement shall set out the courses to be completed during study abroad and the corresponding TalTech courses or study modules. The student shall submit the agreement signed by all the parties to the Office of Academic Affairs (by e-mail or on paper).

2.10 A first or second level student must, during his or her study abroad, complete courses in his or her study programme in the amount of at least 15 ECTS credit points per each semester. In doctoral studies, a student shall submit to the Office of Academic Affairs a confirmation letter of the receiving higher education institution regarding the period of his or her study abroad. [entry into force 30.01.2019]

2.11 If a student needs to apply for a study visa for his or her study abroad, the Office of Academic Affairs shall issue the relevant certificate at the request of the student.

2.12 TalTech shall enter into a bilateral agreement on using the study mobility grant with the recipient of Erasmus+ scholarship. Students who plan to complete their studies in the same semester as their study abroad are awarded Erasmus+ scholarship until 15 May and 15 December.

2.13 After completion of study abroad the student shall submit to the Office of Academic Affairs a transcript of records and shall fill in a transfer sheet of the courses in ÕIS and, in case the student participates in an Erasmus+ programme, he or she shall submit to the

Office of Academic Affairs also the documents specified in the agreement on using the study mobility grant or annexes thereto. These requirements apply only to first- and second-level students. In doctoral studies, a student must submit to the Office of Academic Affairs a confirmation letter regarding the period of his or her study abroad and the documents specified in the agreement on using the study mobility grant or annexes thereto. [entry into force 30.01.2019]

2.14 The courses completed in study abroad shall be recorded based on the transcript of records and pursuant to the learning agreement.

2.15 In case of failure to submit or submission of incomplete documents specified in clause 2.13, TalTech has the right to reclaim the paid scholarship.

2.16 The courses completed in study abroad by students studying abroad on their own initiative shall be taken into account in accordance with the Procedure for Accreditation of Prior and Experiential Learning.

2.17 A student is entitled to study abroad up to two semesters in each level of higher education, excluding in engineering studies, where under Erasmus+ programme, in a five-year engineering programme, a student can study abroad up to two semesters during the first three academic years and up to two semesters during the last two academic years. [entry into force 30.01.2019]

3. Internship abroad under Erasmus+ programme (internship abroad)

3.1 The Office of Academic Affairs announces a competition for Erasmus+ internship scholarship. A notice of the competition is published on the TalTech website on studies abroad. [entry into force 1.01.2018]

3.2 A student shall find the company or organisation for internship (hereinafter referred to as "host organisation") himself or herself. The field of activity and profile of the host organisation must correspond to the student's field of study.

3.3 To participate in the competition, a student shall submit an application to the Office of Academic Affairs by e-mail.

3.4 The competition is open to TalTech students who meet the following requirements:

3.4.1 [repealed 30.01.2019]

3.4.2 is not on academic leave; [entry into force 30.01.2019]

3.4.3 the host organisation has granted its written consent;

3.4.4 the student is not in arrears to TalTech.

3.5 A School may establish additional terms and conditions for participation in the competition, which shall be published together with the notice of competition on the TalTech website on studies abroad.

3.6 In order to determine the results of the competition, a committee (committees) shall be formed, which shall include a representative of the Office of Academic Affairs.

3.7 The Office of Academic Affairs shall notify the applicants of the results of the competition by e-mail within four weeks as of the submission of the application. [entry into force 1.01.2018]

3.8 [repealed 30.01.2019]

3.9 For internship abroad a trilateral internship agreement shall be entered into between the student, TalTech and the host organisation. The programme director shall sign the internship agreement on behalf of TalTech. An internship agreement shall set out the content of the internship abroad and the corresponding TalTech course(s). The student shall submit the internship agreement signed by the three parties to the Office of Academic Affairs by e-mail or on paper. [entry into force 30.01.2019]

3.10 The university shall enter into a bilateral agreement on using the study mobility grant with the recipient of Erasmus+ scholarship, where to the agreement specified in clause 2.9 shall be annexed. The credit points received for internship abroad must be transferred to TalTech. The minimum required credit points to be transferred to TalTech shall be published together with the notice of competition on the TalTech website on studies abroad. [entry into force 30.01.2019]

3.11 The duration of an internship abroad shall be at least 2 calendar months but not more than 6 calendar months.

3.12 A person who is completing his or her studies at TalTech has the right to complete an internship abroad within one year from graduation. A student can apply for recent graduate internship abroad only before graduation from TalTech. [entry into force 30.01.2019]

3.13 After completion of an internship abroad, a student or newly graduate shall submit to the Office of Academic Affairs the documents specified in the agreement on using the study mobility grant or annexes thereto.

3.14 Internship shall be taken into account in accordance with the legislation applicable at TalTech.

3.15 In case of failure to submit or submission of incomplete documents specified in clause 3.12, TalTech has the right to reclaim the paid scholarship.

4. Study mobility in Estonia

4.1 Studies of TalTech students as visiting students at the University of Tartu, Tallinn University, the Estonian University of Life Sciences, the Estonian Academy of Arts and the Estonian Academy of Music and Theatre take place as follows:

4.1.1 a student who wants to commence studies in an abovementioned higher education institution shall submit through the study information system ÕIS an application specifying the name of the receiving higher education institution and the courses which the student wants to take;

4.1.2 the dean's office of the School approves the visiting student referral form and issues an order for studying at another institution;

4.1.3 the study results obtained as a visiting student shall be transferred in accordance with the procedure and terms and conditions for accreditation of prior and experiential learning.

4.2 Studies of the students of the University of Tartu, Tallinn University, the Estonian University of Life Sciences, the Estonian Academy of Arts and the Estonian Academy of Music and Theatre as visiting students at TalTech take place as follows:

4.2.1 a visiting student submits a referral form signed by his or her home university to the TalTech Office of Academic Affairs;

4.2.2 on the basis of this referral form, the Office of Academic Affairs prepares an order to admit the student as a visiting student;

4.2.3 the visiting student declares the courses he or she wants to take in the TalTech study information system ÕIS;

4.2.4 at the end of the study period the School issues a transcript of records (in the Estonian and English language) to the visiting student or forwards it, at the request of the visiting student, to his or her home university.

4.3 The student shall submit the referral form specified in clause 4.1 at least 3 working days before the deadline for submitting an individual study plan set out in the academic calendar. [entry into force 1.01.2018]

5. Mobility of students from a higher education institution abroad for studies at TalTech under the Erasmus+ programme and under bilateral agreements

5.1 To study at TalTech, the home institution (the higher education institution, where the student is matriculated) shall submit the student's candidature, this applies also to students going to study at TalTech on their own initiative (free movers).

5.2 The application deadlines together with the list of the required documents are available on the TalTech website on studies abroad. TalTech has the right to refuse to review documents not submitted by the prescribed deadline.

5.3 A candidate must meet the following requirements:

5.3.1 the candidate's proficiency of the language in which the courses to be studied are taught shall correspond to at least B2 level (a language proficiency certificate must be attached);

5.3.2 the courses to be studied must correspond to the candidate's field of study.

5.4 [repealed 30.01.2019]

5.5 The list of courses taught in English that are available for visiting students can be found on the TalTech website on studies abroad. The list is updated twice a year - in April and in October.

5.6 The Office of Academic Affairs shall notify the candidates and their home institutions of the results of the competition by e-mail within four weeks as of the deadline for application.

5.7 If a student needs to apply for a visa for his or her study abroad, the Office of Academic Affairs shall issue the relevant certificate at the request of the student. [entry into force 30.01.2019].

5.8 At the end of each semester, the School shall submit to the Office of Academic Affairs the transcripts of records of the visiting students in English. The Office of Academic Affairs shall submit a transcript of records to the student's home institution and to the student at his or her request.