

Annex
ESTABLISHED
pursuant to Rector's Directive no 35
of 27 April 2016
AMENDED
by Rector's Directive no 3
of 16 February 2018

Procedure for the Administration of Student Mobility of Erasmus+ Higher Education Mobility Programme

1. Scope of application

The Procedure for the Administration of Student Mobility of Erasmus+ Higher Education Mobility Programme (hereinafter *procedure*) regulates the participation of Tallinn University (hereinafter *TU*) students or graduates under Key Action 1 of Erasmus+ Programme (hereinafter *Erasmus+ Programme*) and the administration of the relevant procedure at the university.

2. Inter-institutional agreements of Erasmus+ Programme

2.1 Student mobility shall be based on inter-institutional agreements of Erasmus+ Programme.

2.2 Agreements shall be concluded between TU academic units and academic units of a foreign university by one or several fields of exchange regarding *ISCED 2013: Fields of Education and Training*. The conclusion of a new agreement shall be initiated by TU academic unit or by the academic unit of a foreign university.

2.3 The preparation, conclusion and administration of agreements shall be coordinated, and counselling provided, by the senior specialist for international studies (hereinafter *senior specialist*).

2.4 The agreement shall be prepared by the coordinator of Erasmus+ Programme of the foreign university or of the TU academic unit.

2.5 The director of the academic unit, the coordinator of Erasmus+ Programme of the academic unit and the senior specialist shall be authorised to sign the agreement.

2.6 The senior specialist shall sign the agreements concluded between a foreign university and several TU academic units.

2.7 Agreements shall be concluded electronically with scanned signatures. After conclusion of the agreement, the coordinator of Erasmus+ Programme of the academic unit shall send the agreement via email to the senior specialist for registration and archiving in the document administration system WebDesktop and for adding to the application system.

2.8 The coordinator of Erasmus+ Programme of the academic unit shall enter the data of the agreement in the mapping application partnersmap.tlu.ee.

2.9 Academic units shall administer their concluded agreements and shall possess information as regards the requirements of the agreements. In cooperation with the senior specialist academic units shall monitor the validity of their concluded agreements.

2.10 Agreements shall be concluded no later than the beginning of the application period for student mobility.

2.11 The coordinator of Erasmus+ Programme shall analyse the practicability of the agreement one year before the end of the agreement and shall make a proposal to the director of the academic unit and the senior specialist as regards the extension or termination of the agreement.

2.12 Generally, students may apply to foreign universities that have concluded an inter-institutional agreement with their academic unit. In the case where there is suitability of the field of exchange and students wish to use an agreement concluded by another academic unit, they shall obtain permission via email from the administrator of their study programme. The academic unit who has concluded the agreement shall maintain the right to give preference to students of their academic unit when compiling the ranking list.

3. Financial administration of Erasmus+ Programme

The amount of support for Erasmus+ Programme shall be established by the order of the Vice-Rector responsible for the field.

4. Student mobility for studies in a foreign university

4.1 The senior specialist shall announce the competition at the time determined in the academic calendar, during which students may apply for studies in a foreign university for autumn and spring semester of the next academic year within the framework of student mobility of Erasmus+ Programme.

4.2 In the case where the places for student mobility enabled on the basis of competition are not fulfilled, additional competition may be organised during autumn semester where students have the opportunity to apply for studies abroad during spring semester.

4.3 The student shall have the right to study and do traineeship abroad within the framework of Erasmus+ Programme on every level of studies with the total duration of 12 months.

4.4 The applicant shall:

4.4.1 be enrolled as a student in TU;

4.4.2 have completed at least the first year of Bachelor's studies by the beginning of studies in a foreign university;

4.4.3 have sufficient language skills to be able to complete studies abroad. The requirements for sufficient language skills shall be established in the inter-institutional agreement.

4.5 The student shall submit the application by the deadline in the online application system outgoing.tlu.ee. The application shall be accompanied by the certificate of language proficiency for the language of studies, transcript of records and motivation letter outlining the planned content of studies. The university shall have the right to decline applications that have not arrived by the deadline.

4.6 To ascertain the motivation of the student to study abroad and clarify issues related to study arrangements, the academic unit shall arrange an interview in cooperation with the senior specialist to the applicant who has submitted the application and the supporting documents in accordance with the requirements set out in subsection 4.5. During the interview, the student's academic competencies as well as general competencies shall be assessed, based on the assessment criteria established for the interview.

4.7 In case of several candidates, preference shall be given to students:

4.7.1 whose planned studies in a foreign university contain courses from the main field of study to the extent that exceeds 75%;

4.7.2 whose study programme includes the obligation to do part of their studies abroad.

4.8 The academic unit shall compile the ranking list of the applicants who meet the requirements set out in subsection 4.4, taking into consideration the motivation letter, academic performance and the results of the interview.

4.9 Students shall be selected to participate in studies abroad on the basis of the ranking list compiled by the academic unit. The senior specialist shall inform the applicant of the results of the competition. The university shall have the right to terminate the student's application procedure or annul the decision as regards the selection of the student to participate in studies abroad in the case where it has become known that the student has shown signs of indecent behaviour during the application procedure. The definition of indecent behaviour shall be based on Subsections 7 and 8 of Section 30 of TU Study Regulations. The decision to terminate the application procedure or to annul the selection of the student to participate in studies abroad shall be made by the Vice-Rector responsible for the field on the proposal of the senior specialist or of the academic unit.

4.10 In the case where the number of students suitable for studies abroad exceeds the number of mobility places allocated to the university, the quota for student mobility shall be established and the students participating in student mobility shall be selected and confirmed at a meeting of the Vice-Rector responsible for the field and heads of studies of academic units, taking the ranking lists compiled by academic units as the basis.

4.11 The senior specialist shall inform the foreign university of the selection of the students and shall ask the foreign university to send all the required documents for filling in. Students shall send application documents independently to the foreign university.

4.12 Students shall compile the learning agreement for studies at the foreign university with the help of the administrator of the study programme or the Erasmus+ coordinator of the academic unit and shall send it for signing to the foreign university. Students shall send the senior specialist via email the learning agreement signed by the parties together with the acceptance letter from the foreign university.

4.13 The basis for going for studies abroad shall be the agreement for the use of Erasmus+ Programme student mobility grant concluded between the student and the senior specialist.

4.14 The senior specialist shall be authorised to sign the agreement for the use of Erasmus+ Programme student mobility grant which shall be signed with the student before going for studies abroad. According to the agreement:

4.14.1 the senior specialist shall create and the Vice-Rector responsible for the field shall sign the order for the payment of the grant;

4.14.2 the academic unit shall create the order in the studies information system as regards going for studies abroad. The senior specialist shall forward information about concluding the agreement to the academic unit.

4.15 The university shall have the right to conclude a 0-grant agreement of Erasmus+ Programme with students who go to study in a country of their citizenship.

4.16 An agreement for the use of grant until April 30 or November 30 shall be concluded with students who plan to complete their studies within the semester that coincides with the semester of studies abroad.

4.17 Students shall complete courses in the amount of at least 7 ECTS per semester in the foreign university, with the exception of cases referred to in subsections 4.18 and 4.19. In the case where students complete less than 7 ECTS, they shall be obliged to return Erasmus+ grant in the entire amount, with the exception of cases where the student has valid grounds and presents a written declaration with documented evidence to the Vice-Rector responsible for the field no later than the end of the intermediary week of the semester following the studies abroad. Vice-Rector shall pass the decision as regards the justification of the declaration and the decrease or cancellation of the grant to be returned no later than 10 calendar days after having received the declaration.

4.18 Doctoral students do not have the obligation of transferring credit points from the studies abroad in the case where the university takes studies abroad into consideration during attestation.

4.19 Master's students do not have the obligation of transferring credit points from the studies abroad in the case where the studies abroad take place during the last semester of the nominal period of studies at the university.

4.20 In the cases referred to in subsections 4.18 and 4.19, the student shall present the consent of the supervisor of the final thesis when applying for Erasmus+ Programme.

4.21 The bases for the extension of the nominal period of studies are established in Tallinn University Study Regulations.

4.22 In cases where changes have been introduced to the student's study plan during the studies abroad, he/she shall immediately inform via email the Erasmus+ coordinator of his/her academic unit and an amendment to the learning agreement shall be made, if necessary. The electronic copy of the document shall be forwarded to the senior specialist.

4.23 When returning from studies abroad, the following documents shall be presented to the senior specialist within 30 calendar days after the end date of the studies abroad:

4.23.1 *After Mobility* part of the Learning Agreement or a confirmation letter where the foreign university confirms the start and the end date of the studies and the transcript of credits with the list of courses completed at the foreign university;

4.23.2 Students shall complete the report form on the webpage of the European Commission, the link to which shall be sent to their email after the end of the studies abroad.

4.24 In the case of absence of documents confirming studies abroad or incomplete or inaccurate presentation thereof, the university shall have the right to reclaim the grant in the entire amount.

4.25 Students shall present the transcript of credits from the foreign university to their academic unit and submit the application in the studies information system for transferring the credit points according the procedure established in the Study Regulations.

5. Student mobility for traineeship abroad

5.1 Application for traineeship can be submitted to the senior specialist during the academic year for autumn and spring semester.

5.2 Students shall be responsible for finding an organisation for traineeship abroad.

5.3 Students shall have the right to study and do traineeship abroad within the framework of Erasmus+ Programme on every level of studies with the total duration of 12 months.

5.4 Traineeship abroad shall last for at least 2 months but shall not exceed 12 months.

5.5 Traineeship abroad shall be completed within the framework of a TU course and students shall obtain credit points for it. In the case where the number of credit points is less than 15 ECTS, the grant may be given for 3 months.

5.6 The applicant shall:

5.6.1 be enrolled as a student in TU;

5.6.2 have sufficient language skills to be able to complete traineeship abroad in the required language. Sufficient level of language skills shall be considered to be level B1 as referred to in the Common European Framework of Reference for Languages.

5.7 A graduate from university may complete traineeship abroad with the maximum duration of 6 months within one year after having been deleted from the matriculation register. An application accompanied by the documents referred to in subsection 5.8 shall be presented to the senior specialist no later than 2 months before graduation.

5.8 Students shall present an application form, transcript of records (including the weighted average grade), motivation letter (including the description of the planned traineeship), certificate of language proficiency and the preliminary confirmation letter from the traineeship organisation to the senior specialist by the required deadline.

5.9 In the case where the university has unused financial means of the Erasmus+ Programme during the current academic year, the grant may be awarded to an applicant who has submitted the application that has been verified by the supervisor of the traineeship and the coordinator of the Erasmus+ Programme of the academic unit.

5.10 Students or graduates who have been awarded the grant shall create the *Learning Agreement for Traineeships* in cooperation with the supervisor of the traineeship and the traineeship organisation. Students shall present the Learning Agreement for Traineeships, signed by the parties, to the senior specialist via email.

5.11 The basis for going for traineeship abroad shall be the agreement for the use of Erasmus+ Programme student mobility grant concluded between the student or a the graduate and the senior specialist. According to the agreement:

5.11.1 the senior specialist shall create and the Vice-Rector responsible for the field shall sign the order for the payment of the grant;

5.11.2 the academic unit shall create the order in the studies information system as regards going for traineeship abroad. The senior specialist shall forward information about concluding the agreement to the academic unit.

5.12 When returning from studies abroad, the following documents shall be presented to the senior specialist within 30 calendar days after the end date of the traineeship abroad:

5.12.1 *After Mobility* part of the Learning Agreement for Traineeships where the traineeship organisation confirms the start and the end date of the traineeship;

5.12.2 Students or graduates shall complete the report form on the webpage of the European Commission, the link to which shall be sent to their email after the end of the traineeship abroad.

5.13 Students shall present the traineeship portfolio or other type of written work agreed with the traineeship supervisor to the traineeship supervisor of their academic unit. The recognition of traineeship shall take place in accordance with the procedure established by the academic unit.

5.14 For recognition of the traineeship, the senior specialist shall issue the Europass certificate.

5.15 In the case of absence of documents confirming traineeship abroad or incomplete or inaccurate presentation thereof, the university shall have the right to reclaim the grant in the entire amount, with the exception of cases where the student has valid grounds and presents a written declaration with documented evidence to the Vice-Rector responsible for the field no later than the end of the intermediary week of the semester following the traineeship abroad. The Vice-Rector shall pass the decision as regards the justification of the declaration and the decrease or cancellation of the grant to be returned no later than 10 calendar days after having received the declaration.

6. Procedure for contesting decisions

Decisions concerning the application, grant and payment of the scholarship may be contested pursuant to the procedure established in section 33 of Tallinn University Study Regulations.