

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

1. General provisions

1.1. 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 and graduates in mobility within Europe and in international credit mobility under Key Action 1 of Erasmus+ Programme (hereinafter *Erasmus+ Programme*), and administration of relevant procedure at the university.

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

1.3. Agreements referred to in this procedure shall be concluded on the basis of authorisation granted by the Rector.

1.4. The bases for the extension of the student's nominal period of studies are established in Tallinn University Study Regulations.

2. Inter-institutional agreements of Erasmus+ Programme

2.1. Inter-institutional agreements of Erasmus+ Programme for mobility within Europe

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

2.1.2. Inter-institutional 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 inter-institutional agreement shall be initiated by TU academic unit or by the academic unit of a foreign university.

2.1.3. The Erasmus+ Programme coordinator of the academic unit (hereinafter *coordinator*) shall refer to the guidelines available in TU Intranet when preparing, concluding and administering inter-institutional agreements. Once a year, the coordinator shall analyse the practicability of inter-institutional agreements and, no later than by the end of the academic year, make a proposal to the person authorised to conclude agreements and to the senior specialist for international studies (hereinafter *senior specialist*) as regards the extension or termination of agreements.

2.1.4. Inter-institutional agreements shall be prepared by the foreign university or by the coordinator. Agreements shall have the approval of the coordinator before conclusion.

2.1.5. Inter-institutional agreements shall be concluded electronically with scanned signatures. After conclusion of the agreement, the coordinator shall enter the data of the

agreement in the mapping application partnersmap.tlu.ee and send the agreement via email to the senior specialist for registration and archiving in the document administration system and for adding to the application system.

2.1.6. Inter-institutional agreements shall be concluded no later than by the beginning of the application period for student mobility.

2.2. Inter-institutional agreements of Erasmus+ Programme for international credit mobility

2.2.1. Inter-institutional agreements shall be concluded between TU and a foreign university. The conclusion of a new agreement shall be initiated by the head of international cooperation after the results of annual call for proposals for International Credit Mobility have been published.

2.2.2. The preparation, conclusion and administration of inter-institutional agreements shall be coordinated by the head of international cooperation.

2.2.3. Inter-institutional agreements shall be concluded electronically with scanned signatures. After conclusion of the agreement, the coordinator shall register the agreement in the document administration system of the university and shall add the agreement to the application system and the mapping application partnersmap.tlu.ee.

2.2.4. The head of international cooperation shall administer inter-institutional agreements, possess information as regards requirements and period of validity of the agreements and inform the coordinator of the concluded inter-institutional agreement via document administration system.

2.2.5. Inter-institutional agreements shall be concluded no later than by the beginning of the application period for student mobility.

3. Financial administration of Erasmus+ Programme

3.1 The Erasmus+ Programme grant amount for mobility within Europe shall be established by the order of the Vice-Rector responsible for the field.

3.2 The Erasmus+ Programme grant amount for international credit mobility shall be established annually by the European Commission.

3.3 The number of grants for Erasmus+ Programme (hereinafter *mobility grant*) shall be established in the Beneficiary Grant Agreement concluded between TU and Archimedes Foundation.

4. Student mobility for studies at a foreign university

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

4.2. Generally, students may apply to foreign universities with whom inter-institutional agreements have been concluded. In the case where there is suitability of the field of exchange and students wish to use an inter-institutional agreement concluded by another academic unit, they shall obtain written permission from the administrator of their study

programme. The academic unit who has concluded the inter-institutional agreement shall maintain the right to give preference to students of their academic unit when compiling the ranking list.

4.3. In case 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.

4.4. The applicant shall:

4.4.1. be enrolled as a student at TU. A student studying on a joint study programme conducted in cooperation with a foreign university shall be at TU during the semester of application;

4.4.2. have completed at least the first year on the first level of higher education by the beginning of studies at a foreign university; on the second level of higher education, the student shall have completed the first semester of the first year of studies;

4.4.3. have completed the study programme in the volume which would enable to accept the courses completed during studies abroad for the completion of the study programme, with the exception of students on the second level of higher education applying for studies abroad during the last semester of their nominal period studies for compiling the final thesis, and doctoral students.

4.4.4. 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 university shall have the right to decline applications that have not been submitted by the deadline. The application shall be accompanied by the following documents:

4.5.1. certificate of language proficiency for the language in which studies are conducted at the foreign university;

4.5.2. motivation letter outlining the planned content of studies;

4.5.3. signed Learning Agreement containing the list of courses to be replaced. Master level students applying for studies abroad during their last semester of their nominal period studies, and doctoral students going for studies abroad for compiling their doctoral thesis with no intention to take courses, shall present confirmation from their supervisor to allow studies abroad upon application.

4.6. The coordinator shall assess the applications on the basis of assessment criteria established in the annex of this procedure. In case the number of grants is equal to or exceeds the number of applicants, the applications of students who meet the requirements established in clauses 4.4. and 4.5. shall be accepted and they shall be allocated the mobility grant, with the exception of cases described in clause 4.11. The academic unit shall formalise the decisions for allowing the student to study abroad in the document administration system and shall forward the decisions for fulfilment to the senior specialist.

4.7. When administering the applications, the senior specialist and the coordinator shall have the right to invite the student for an additional interview to provide explanations as regards the fulfilment of requirements in clauses 4.4. and 4.5. and issues related to studies,

and to assess the application in accordance with the assessment criteria established in the annex of this procedure. The student shall be obliged to participate in the interview.

4.8. In case the number of applicants exceeds the number of grants, the academic unit, together with the senior specialist, shall organise an interview for the applicants who meet the requirements established in clauses 4.4. and 4.5. The purpose of the interview is to further assess the applicants in accordance with the criteria established in the annex of this procedure.

4.9. The academic unit shall compile the ranking list of the applicants who meet the requirements established in clauses 4.4. and 4.5. and have participated in the interview described in clause 4.8., taking into consideration the assessment criteria established in the annex of this procedure. The academic unit shall forward the ranking list to the senior specialist.

4.10. The senior specialist shall compile the university-wide ranking list on the basis of the ranking lists forwarded by the academic units. The mobility grant shall be allocated on the basis of the ranking list, with the exception of cases described in clause 4.11.

4.11. The university shall have the right not to accept a student's application and not allow the student on studies abroad if:

4.11.1. the student is not able to fulfil the study programme during his/her studies abroad;

4.11.2. all the assessment criteria described in the annex have been marked as "0";

4.11.3. the student has committed an essentially indecent act during his/her studies. The definition of an essentially indecent act shall be based on Subsection 8 of Section 30 of TU Study Regulations. In case the student commits an essentially indecent act, the university shall have the right to terminate the application procedure, make a decision as regards the dismissal of the application and not allowing the student on studies abroad or annul the decision as regards the acceptance of the student to study abroad. The decision shall be made by the Vice-Rector responsible for the field on the proposal of the senior specialist or of the academic unit.

4.12. In the online application system, the justified decision shall be made known to the student whose application to study abroad has been dismissed and who is not allowed on studies abroad within three weeks as of the end of the application period.

4.13. The senior specialist shall inform the foreign university of allowing the student on studies abroad and ask the foreign university to send all the required documents for completion. Students shall send application documents independently to the foreign university, with the exception of cases where the foreign university has established different requirements.

4.14. Students who have been allowed on studies abroad shall compile the final learning agreement for studies at the foreign university with the help of the administrator of the study programme or the coordinator and shall send it for signing to the foreign university. Students shall send the learning agreement signed by the parties together with the acceptance letter from the foreign university via email to the senior specialist.

4.15. The basis for going on studies abroad shall be the agreement for the use of Erasmus+ Programme student mobility grant (hereinafter *student mobility grant agreement*) concluded with the student. The senior specialist shall inform the academic unit of

concluding the student mobility grant agreement for mobility within Europe. The head of international cooperation shall inform the academic unit of concluding the student mobility grant agreement for international credit mobility.

4.16. According to the student mobility grant agreement:

4.16.1. the senior specialist shall create and the Vice-Rector responsible for the field shall sign the order for the payment of the grant to the student;

4.16.2. the academic unit shall create the order in the studies information system for going on studies abroad.

4.17. 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.

4.18. A student mobility grant agreement valid 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. The last day in a student mobility grant agreement concluded with students studying on an international joint study programme shall be determined together with the academic unit.

4.19. In cases where changes have been introduced to the student's study plan during 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.

4.20. 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:

4.20.1. *After Mobility* part of the Learning Agreement or a confirmation letter where the foreign university confirms the start and end date of studies;

4.20.2. transcript of credits with the list of courses completed at the foreign university;

4.20.3. 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.

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

4.22. At the end of international credit mobility, students shall submit to the head of international cooperation an extract from the registered application "RPL – non-TU course", in addition to the documents referred to in clause 4.20.

4.23. 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.

4.24. Students shall complete courses in the amount of at least 1 ECTS per semester at the foreign university, with the exception of Master level students whose studies abroad are conducted on the last semester of the student's nominal period of studies, and doctoral students in case their studies abroad are taken into consideration during attestation.

4.25. In the case where students complete less than 1 ECTS, they shall be obliged to return student mobility grant in the entire amount. If the student has valid grounds, he/she shall have the right to present a justified declaration to the Vice-Rector responsible for the

field for the cancellation of reclaim of the mobility grant. A justified written declaration, accompanied by relevant evidence, shall be submitted no later than the end of the intermediary week of the semester following the studies 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.

5. Student mobility for traineeship abroad

5.1. Applications for traineeship abroad 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. The applicant shall:

5.3.1. be enrolled as a student at TU. A student studying on a joint study programme shall be at TU during the semester of application;

5.3.2. 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;

5.3.3. have completed the study programme in the volume which would enable to accept the traineeship abroad for the completion of the study programme, with the exception of recent graduates going on traineeship abroad.

5.4. Two months before traineeship, students shall present to the senior specialist:

5.4.1. an application form;

5.4.2. motivation letter (including the description of the planned traineeship);

5.4.3. certificate of language proficiency;

5.4.4. preliminary confirmation letter from the traineeship organisation which, among other things, confirms that the student starts traineeship at the traineeship organisation abroad.

5.5. A graduate from university may complete traineeship abroad with the maximum duration of 6 months within one year after graduation. An application accompanied by the documents referred to in subsection 5.4 shall be presented to the senior specialist no later than 2 months before graduation.

5.6. An applicant who meets the requirements established in clauses 5.3. and 5.4. and whose application has been assessed on the basis of criteria established in the annex of this procedure shall be awarded the mobility grant from the financial means of the Erasmus+ Programme planned for the current academic year. In case the means are finished, the information shall be published on university webpage and applications which have been submitted earlier shall be preferred.

5.7. The university shall have the right not to accept a student's application and not allow the student on traineeship abroad if:

5.7.1. the student is not able to fulfil the study programme during his/her traineeship abroad, with the exception of recent graduates going on traineeship abroad;

5.7.2. all the assessment criteria described in the annex have been marked as "0";

5.7.3. the student has committed an essentially indecent act during his/her studies. The definition of an essentially indecent act shall be based on Subsection 8 of Section 30 of TU Study Regulations. In case the student commits an essentially indecent act, the university shall have the right to terminate the application procedure, make a decision as regards the dismissal of the application and not allowing the student on traineeship abroad or annul the decision as regards the acceptance of the student to go on traineeship abroad. The decision shall be made by the Vice-Rector responsible for the field on the proposal of the senior specialist or of the academic unit.

5.8. In the online application system, the justified decision shall be made known to the student whose application to go on traineeship abroad has been dismissed and who is not allowed on traineeship abroad within three weeks as of the end of the application period.

5.9. Students who have been allowed on traineeship abroad shall compile the *Learning Agreement for Traineeships* in cooperation with the supervisor of the traineeship and the traineeship organisation. Students shall send the Learning Agreement for Traineeships, signed by the parties, to the senior specialist via email.

5.10. The basis for going on traineeship abroad shall be the student mobility grant agreement concluded with the student or the graduate. The senior specialist shall forward information about concluding the agreement to the academic unit.

5.11. According to the student mobility grant 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 student mobility grant to the student or the recent graduate;

5.11.2. the academic unit shall create the order in the studies information system for going on traineeship abroad.

5.12. In case the amount of ECTS credit points planned for traineeship abroad is less than 15, the student mobility grant can be awarded for up to 3 months.

5.13. When returning from traineeship abroad, the following documents shall be submitted to the senior specialist within 30 calendar days after the end date of the traineeship abroad:

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

5.13.2. 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.

5.14. Students shall submit 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 abroad shall take place in accordance with the procedure established by the academic unit. Students shall submit the application in the studies information system for transferring the credit points according to the procedure established in the Study Regulations.

5.15. For recognition of the traineeship abroad, the senior specialist shall instruct the student to apply for Europass and shall sign the certificate on the part of the university.

5.16. 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 student mobility grant from the student or graduate student in the entire amount. If the student or graduate student has valid grounds, he/she shall have the right to present a justified declaration to the Vice-Rector responsible for the field for the cancellation of reclaim of the mobility grant. A justified written declaration, accompanied by relevant evidence, shall be submitted no later than the end of the intermediary week of the semester following the traineeship abroad, with the exception of graduate students who shall submit the declaration no later than 30 days after the end of traineeship. 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. Contesting decisions

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

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

	Method					
	Motivation letter	Transcript of credits	LA	Certificate of language proficiency	Interview	Total
Criteria						
Language proficiency		x		x		
Motivation	x				X	
Independence and ability to take initiative	x				X	
Cultural competences	x				x	
Having information about the host university	x		x		x	
Having information about the organisation of studies	x		x		x	
Economic preparedness	x				x	
Weighted average grade		X				

All criteria can be assessed on a three-point scale: 2p – meets the criteria, 1 – partly meets the criteria, 0 – does not meet the criteria.

Language proficiency

Meets the criteria (2)	The student is fluent in the relevant foreign language and is able to participate in studies in the foreign language without any problems. The skills correspond well to the proficiency requirements established in the inter-institutional agreement, or exceed them.
Partly meets the criteria (1)	The student is able to express himself/herself in the

	relevant foreign language and masters basic expressions. After a short stay in the language environment, the student will probably be able to participate in studies in the language. The skills correspond to the minimum proficiency requirements established in the inter-institutional agreement.
Does not meet the criteria (0)	The student does not have foreign language skills on a level necessary for communication and will probably face difficulties at the university abroad.

Motivation

Meets the criteria (2)	Motivation for going on studies abroad is very high, the student considers the impact of studies abroad as positive. The applicant can clearly describe the impact of studies abroad on his/her development, further studies and career.
Partly meets the criteria (1)	Motivation for going on studies abroad is high, the student considers the impact of studies abroad as positive. The applicant can describe the impact of studies abroad on his/her development, further studies and career to some extent.
Does not meet the criteria (0)	Motivation for going on studies abroad is low or the student is mostly motivated by external factors.

Independence and ability to take initiative

Meets the criteria (2)	The student has independently studied the possibilities of studying abroad and is aware of the process and procedures related to application. On his/her own initiative, the student has read the webpage of the host university, got in touch with the students/lecturers who have been to the countries/universities the student is interested in for studies abroad and has made some preparations. The student has studied and has all the information about the accommodation options and other services offered at the university.
Partly meets the criteria (1)	The student has studied issues related to application to some extent and has some information about the process and procedures related to application. The student has not read the webpage of the host university, has not been in touch with the students/lecturers who have been abroad: however, the student is ready to do that. The student has studied the accommodation

	options and other services offered at the university but is not entirely aware of his/her options.
Does not meet the criteria (0)	The student has not studied independently issues related to application and counts on the university to show initiative in communicating with the foreign country and foreign university. The student has not studied the accommodation options and other services offered at the university

Cultural competences

Meets the criteria (2)	The student is informed about the cultural peculiarities of the host country and has knowledge of the culture and customs of the host country.
Partly meets the criteria (1)	The student is partly informed about the cultural peculiarities of the host country and has a slight idea of the culture and customs of the host country.
Does not meet the criteria (0)	The student is not informed about the cultural peculiarities of the host country and does not know anything about the host country.

Having information about the host university

Meets the criteria (2)	The student has studied the host university thoroughly and has information about the host university. He/she has information about the courses offered at the host university.
Partly meets the criteria (1)	The student has studied the host university and has some information about the host university. He/she does not have precise information about the courses offered at the host university, however, he/she has general information about the fields of study and about the options.
Does not meet the criteria (0)	The student has not studied the host university and has no information about the host university. He/she has no information about the courses offered at the host university.

Having information about the organisation of studies

Meets the criteria (2)	The student is well-informed of the organisation of studies at TU. The student is aware how the courses taken on studies abroad fit in his/her study programme and he/she has planned the volume of ECTS received abroad in a way as to support his/her progress in
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	studies at home university in order to graduate.
Partly meets the criteria (1)	The student is informed of the organisation of studies at TU but it is not very clear how the courses taken on studies abroad fit in his/her study programme and how his/her progress in studies at home university is secured in order to graduate.
Does not meet the criteria (0)	The student is not informed of the organisation of studies at TU and is not aware of how the courses taken on studies abroad fit in his/her study programme and how his/her progress in studies at home university is secured in order to graduate.

Economic preparedness

Meets the criteria (2)	The student is informed about the costs related to studies abroad and is economically prepared (in addition to the student mobility grant, the student has his/her own resources for expenses of extraordinary nature).
Partly meets the criteria (1)	The student is partly informed about the costs related to studies abroad and is not fully aware of his/her financial means.
Does not meet the criteria (0)	The student is not informed about the costs related to studies abroad and does not have other means of income in addition to the student mobility grant.

Weighted average grade

Meets the criteria (2)	Weighted average grade 4.01 – 5.0
Partly meets the criteria (1)	Weighted average grade 2.51 – 4.0
Does not meet the criteria (0)	Weighted average grade 1.0 – 2.5