

CONSOLIDATED TEXT

ESTABLISHED
pursuant to Rector's Directive no. 6
of 28 January 2022

AMENDED

pursuant to Rector's Directive no. 1 of 23 January 2024
pursuant to Rector's Directive no. 1 of 6 February 2025

Procedure for the Administration of Student Mobility within Erasmus+ Higher Education Mobility Programme 2021-2027 and of Student Mobility Carried out on the Basis of Bilateral Agreements

1. General provisions

1.1. The Procedure for the Administration of Student Mobility within Erasmus+ Higher Education Mobility Programme 2021-2027 and of Student Mobility Carried out on the Basis of Bilateral Agreements (hereinafter *Procedure*) regulates the participation of Tallinn University (hereinafter *TLU*) students and graduates in mobility under Key Action 1 of Erasmus+ Programme 2021-2027 (hereinafter *Erasmus+ Programme*) and participation in student mobility carried out on the basis of bilateral agreements; and administration of the relevant procedure at the university.

1.2. The different types of student mobility are:

- 1.2.1. student mobility for the purpose of studies, i.e. hereinafter student mobility for studies abroad;
- 1.2.2. student mobility for the purpose of traineeship, i.e. hereinafter student mobility for traineeship abroad.

1.3. For the purpose of Erasmus+ Programme, differentiation is made between partner countries and programme countries. The list of programme countries and partner countries shall be published on TLU website.

1.4. Students can apply for long-term mobility for studies abroad at foreign universities with whom Tallinn University has concluded an Erasmus+ or bilateral cooperation agreement. Students can apply for short-term blended mobility for studies abroad at foreign universities with whom Tallinn University has concluded an Erasmus+ cooperation agreement. Students can apply for traineeship abroad at universities or enterprises in programme countries and at universities or enterprises in partner countries with whom Tallinn University has concluded a cooperation agreement.

1.5. Students 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.

1.6. Student mobility grant agreements referred to in this Procedure shall be concluded on the basis of authorisation granted by the Rector.

1.7. The bases for the extension of the student's nominal period of studies shall be established in TLU Study Regulations.

2. Long-term student mobility for studies abroad within the framework of Erasmus+ programme

2.1. In case of long-term student mobility for studies, students shall be required to be physically present at a university in a programme country or partner country for the minimum of two months. [Amended 06.02.2025]

2.2. Students may apply for long-term studies at a foreign university for autumn and spring semester of the next academic year at the time determined in the academic calendar.

2.3. Students may apply to foreign universities with whom their academic unit has concluded inter-institutional agreements. In the case where students wish to use an inter-institutional agreement concluded by another academic unit, the area of exchange shall be similar and the students shall obtain a relevant 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. The foreign university may refuse to receive a student from another academic unit.

2.4. In the existence of sufficient financial means, additional, additional competition may be organised during autumn semester where students have the opportunity to apply for studies abroad during spring semester. [Amended 06.02.2025]

2.5. The applicant shall:

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

2.5.2. have completed at least the first semester of the first year by the beginning of studies at a foreign university;

2.5.3. 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 of studies for compiling the final thesis; and doctoral students;

2.5.4. 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.

2.6. The student shall submit the application by the deadline in the TLU mobility administration system [Solemove](#) (hereinafter *Solemove*). The university shall have the right to decline applications that have not been submitted by the deadline.

2.7. The application shall be accompanied by the following documents:

2.7.1. certificate of language proficiency for the language in which the studies are conducted at the foreign university, with the exception of cases where the student has already proved the required level of language proficiency upon admission to Tallinn University;

2.7.2. motivation letter outlining the planned content of studies (see Annex);

2.7.3. signed [study plan form](#) containing the list of courses to be replaced. Master level students applying for studies abroad during their last semester of their nominal period of 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;

2.7.4. in case of students on the second level of higher education applying during the first semester of studies, academic transcript with the results of the previous completed study level.

2.8. Applications shall be assessed on the basis of assessment criteria established in the Annex of this Procedure. When administering the applications, the student can be invited for an additional interview to provide explanations as regards the fulfilment of requirements established in clause 2.7. 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.

2.9. In case the number of grants is equal to or exceeds the number of applicants, applications of students who meet the requirements established in clauses 2.5. and 2.7. shall be accepted and they shall be allocated the mobility grant, with the exception of cases described in section 6.

2.10. In case the number of applicants exceeds the number of grants, an additional interview shall be organised for applicants who meet the requirements established in clauses 2.5. and 2.7. The purpose of the interview shall be to additionally assess the applicant on the basis of criteria established in the Annex of this Procedure. A university-wide ranking list shall be created, taking into consideration the assessment criteria established in the Annex of this Procedure. Grants are allocated on the basis of the ranking list, with the exception of cases described in section 6.

2.11. The Specialist for International Studies (hereinafter *Specialist*) shall inform the foreign university of allowing the student to 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. [Amended 06.02.2025]

2.12. Students who have been accepted for studies abroad in:

2.12.1. a programme country, shall compile in Solemove with the help of the administrator of the study programme and/or Erasmus Coordinator of the academic unit (hereinafter *Coordinator*) the final learning agreement for studies at a foreign university (*Online Learning Agreement – OLA*). The learning agreement shall be sent for signing to the foreign university via the system. Students shall inform the Specialist via email of concluding the learning agreement and shall send the acceptance letter from the foreign university to the Specialist. In addition, students are required to submit to the Specialist the

policy for health insurance, accident insurance and liability insurance (in English or in Estonian) that covers the period of studies abroad; [Amended 06.02.2025]

2.12.2. a partner country, shall compile with the help of the administrator of the study programme and/or Coordinator the final learning agreement for studies at a foreign university in paper format and shall send it for signing to the foreign university. Students shall send via email the scan of the learning agreement, signed by all parties, together with the acceptance from the foreign university to the Specialist. In addition, students are required to submit to the Specialist the policy for health insurance, accident insurance and liability insurance (in English or in Estonian) that covers the period of studies abroad; [Amended 06.02.2025]

2.13. 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. Based on the student mobility grant agreement the university shall:

2.13.1. create the order for the payment of the grant to the student;

2.13.2. create the order in the Study Information System for going on studies abroad;

2.13.3. enter the data concerning the students' mobility for studies to the webpage of the European Commission.

2.14. 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.

2.15. A student mobility grant agreement valid until April 30 or until 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.

2.16. In cases where changes have occurred in the choice of courses during studies abroad, students shall immediately inform via email the Coordinator and changes to the learning agreement shall be made. In case of student mobility to programme countries, changes shall be formalised in Solemove; in case of student mobility to partner countries, students shall send via email the scan of the changes to the learning agreement, signed by all parties, to the Senior Specialist.

2.17. When returning from studies abroad, the student shall submit an application in the Study Information System for transferring the credit points according to the procedure established in the Study Regulations within 30 calendar days after the end date of studies abroad. The following documents shall be added to the application: [Amended 06.02.2025]

2.17.1. confirmation letter where the foreign university confirms the start and end date of studies; [Amended 06.02.2025]

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

2.17.3. in addition, 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 their studies abroad. [Amended 06.02.2025]

2.18. Students shall submit the transcript of credits to their academic unit and an application in the Study Information System for transferring the credit points according to the procedure established in the Study Regulations.

2.19. 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.

2.20. 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.

2.21. In the case where students complete less than 1 ECTS, they shall be obliged to return the grant in the entire amount. As an exception, the minimum requirement for ECTS shall not be applied to students who are graduating during the semester of studies abroad. In case of valid grounds, students shall have the right to present a justified declaration to the member of the Rectorate, responsible for taking the decision to pay the mobility grant, 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 member of the Rectorate, responsible for taking the decision to pay the mobility grant, 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.

3. Short-term (blended) mobility for studies abroad within Erasmus+ Programme

3.1. Short-term blended mobility for studies abroad at a foreign university lasts for 5-30 days and is supplemented by virtual learning. Short-term blended mobility for studies abroad can be organised at a foreign university in the form of a blended intensive programme, hereinafter *BIP*, or in any other form of short-term blended studies abroad. In case of doctoral students, virtual component is not mandatory (doctoral short-term mobility for studies), with the exception of BIPs organised by partner universities.

3.2. Students may apply to foreign universities with whom their academic unit has concluded inter-institutional agreements. In the case where students wish to use an inter-institutional agreement concluded by another academic unit, the area of exchange shall be similar and the students shall obtain a relevant 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. The foreign university may refuse to receive a student from another academic unit.

3.3. Applicants for short-term blended mobility for studies abroad or applicants for doctoral short-term mobility can submit their applications to the Senior Specialist (hereinafter *Senior Specialist*) during the academic year for autumn and spring semester. Students shall search independently for a place to carry out short-term blended mobility for studies abroad from among TLU partner universities or shall apply at a BIP competition

organised by their academic unit and intended for a specific field of studies. In case the financial means are finished, applications which have been submitted and processed earlier shall be preferred. [Amended 06.02.2025]

3.4. The applicant shall:

3.4.1 be enrolled as a student at TLU. A student studying on an international joint study programme shall be at TLU during the semester of application;

3.4.2 [Repealed 23.01.2024]

3.4.3 have completed at least the first semester of higher education by the beginning of studies at a foreign university;

3.4.4 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.

3.5. Two months before studies abroad, students shall submit in Solemove an application accompanied by the following documents:

3.5.1. motivation letter, with the exception of being previously accepted to a BIP competition organised by the academic unit and intended for a specific field of studies; [Amended 23.01.2024]

3.5.2. written permission from the administrator of the study programme to go on studies abroad with a confirmation that the positive results are accepted for the completion of the study programme;

3.5.3. certificate of language proficiency for the language in which the studies are conducted at the foreign university, with the exception of cases where the student has already proved the required level of language proficiency upon admission to Tallinn University;

3.5.4. in case of students on the second level of higher education applying during the first semester of studies, academic transcript with the results of the previous completed study level;

3.5.5. in case of a BIP, preliminary confirmation from the host university of the BIP taking place (with the exception of competition organised by the academic unit and intended for a specific field of studies), containing the title of the BIP, information about the host university, date and place, volume and the duration of physical and virtual mobility.

3.6. Students who have submitted application documents as required and whose application has been assessed according to the criteria established in the Annex shall be awarded the mobility grant from the financial means of the Erasmus+ Programme planned for the current academic year, with the exception of cases described in section 6.

3.7. Students who have been accepted for studies abroad in:

3.7.1. a programme country, shall compile in Solemove with the help of the administrator of the study programme and/or Coordinator the final learning agreement for studies at a foreign university. The learning agreement shall be sent for signing to the foreign university via the system. Students shall inform the Senior Specialist via email of concluding the learning agreement and shall send the acceptance letter from the foreign university to the Senior Specialist. In addition, students are required to submit to the Senior Specialist the

policy for health insurance, accident insurance and liability insurance (in English or in Estonian) that covers the period of studies abroad. [Amended 06.02.2025]

3.7.2. a partner country, shall compile with the help of the administrator of the study programme and/or Coordinator the final learning agreement for studies at a foreign university in paper format and shall send it for signing to the foreign university. Students shall send via email the scan of the learning agreement, signed by all parties, together with the acceptance letter from the foreign university to the Senior Specialist. In addition, students are required to submit to the Senior Specialist the policy for health insurance, accident insurance and liability insurance (in English or in Estonian) that covers the period of studies abroad. [Amended 06.02.2025]

3.8. The basis for going on studies abroad shall be the student mobility grant agreement concluded with the student. Based on the student mobility grant agreement the university shall:

- 3.8.1. create the order for the payment of the grant to the student;
- 3.8.2. create the order in the Study Information System for going on studies abroad;
- 3.8.3. enter the data concerning the students' mobility for studies to the webpage of the European Commission.

3.9. A student mobility grant agreement valid until April 30 or until 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.

3.10. In cases where changes have occurred in the choice of courses during studies abroad, students shall immediately inform via email the Coordinator and changes to the learning agreement shall be made. In case of student mobility to programme countries, changes shall be formalised in Solemove; in case of student mobility to partner countries, students shall send via email the scan of the changes to the learning agreement, signed by all parties, to the Senior Specialist.

3.11. When returning from studies abroad, the student shall submit an application in the Study Information System for transferring the credit points according to the procedure established in the Study Regulations within 30 calendar days after the end date of studies abroad. The following documents shall be added to the application: [Amended 06.02.2025]

3.11.1. confirmation letter where the foreign university confirms the start and end date of studies; [Amended 06.02.2025]

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

3.11.3. in addition, 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 studies abroad. [Amended 06.02.2025]

3.12. Students shall submit the transcript of credits to their academic unit and an application in the Study Information System for transferring the credit points according to the procedure established in the Study Regulations.

3.13. 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.

3.14. Students shall complete courses in the amount of at least 3 ECTS at the foreign university, with the exception of doctoral students in case their studies abroad are taken into consideration during attestation. [Amended 23.01.2024]

3.15. In the case where students complete less than 3 ECTS, they shall be obliged to return the grant in the entire amount. As an exception, the minimum requirement for ECTS shall not be applied to students who are graduating during the semester of studies abroad. In case of valid grounds, students shall have the right to present a justified declaration to the member of the Rectorate, responsible for taking the decision to pay the mobility grant, for 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 member of the Rectorate, responsible for taking the decision to pay the mobility grant, shall pass the decision as regards the justification of the declaration and cancellation of the grant to be returned no later than 10 calendar days after having received the declaration. [Amended 23.01.2024]

4. Traineeship abroad within the Erasmus+ Programme

4.1. Applicants for traineeship abroad can submit their applications during the academic year for autumn and spring semester. Traineeship can be physical or physical combined with virtual mobility. In case of programme countries, students can apply for traineeship at foreign universities as well as in enterprises; in case of partner countries, students can apply for traineeship at foreign universities with whom a relevant agreement has been concluded.

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

4.3. The applicant shall:

4.3.1. be enrolled as a student at TLU. A student studying on an international joint study programme shall be at TLU during the semester of application;

4.3.2. 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 unless otherwise specified in the requirements of the receiving organisation;

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

4.4. Two months before traineeship, students shall submit to the Specialist or Senior Specialist the following documents via email: [Amended 06.02.2025]

4.4.1. an application form;

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

4.4.3. certificate of language proficiency;

4.4.4. preliminary confirmation letter from the traineeship organisation which, among other things, shall confirm that the student starts traineeship at the traineeship organisation abroad;

4.4.5. in case of students on the second level of higher education applying during the first semester of studies, academic transcript with the results of the previous completed study level.

4.4.6. Master level students applying for traineeship abroad for the last semester of their nominal period of studies shall present upon application confirmation from the supervisor of their final thesis to allow studies abroad.

4.5. A graduate from university may complete traineeship abroad with the maximum duration of 6 months within one year after graduation. During the recent graduate traineeship, the student must not be matriculated to a higher education institution. An application accompanied by the documents referred to in subsection 4.4 shall be submitted no later than 2 months before graduation. Scholarships for recent graduate traineeships shall be granted to the maximum of 15 graduates per one academic year. [Amended 06.02.2025]

4.6. An applicant who meets the requirements established in clauses 4.3. and 4.4. 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.

4.7. Students who have been accepted for 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 all the parties, to the Specialist or Senior Specialist via email. In addition, students are required to submit to the Specialist or Senior Specialist the policy for health insurance, accident insurance and liability insurance (in English or in Estonian) that covers the period of studies abroad. [Amended 06.02.2025]

4.8. The basis for going on traineeship abroad shall be the student mobility grant agreement concluded with the student or the graduate.

4.9. Based on the student mobility grant agreement the university shall:

4.9.1. create the order for the payment of the grant to the student;

4.9.2. create the order in the Study Information System for going on traineeship abroad;

4.9.3. enter the data concerning the students' mobility to the webpage of the European Commission.

4.10. A student mobility grant agreement valid until April 30 or until November 30 shall be concluded with students who plan to complete their studies within the semester that coincides with the semester of traineeship 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.

4.11. 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.

4.12. 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:

4.12.1. After Mobility part of the Learning Agreement for Traineeships where the traineeship organisation confirms the start and end date of the traineeship and provides an evaluation of the trainee; [Amended 06.02.2025]

4.12.2. 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;

4.12.3. traineeship portfolio or other type of written work agreed with the traineeship supervisor shall be submitted to the traineeship supervisor of the 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 Study Information System for transferring the credit points according to the procedure established in the Study Regulations.

4.13. 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.

4.14. 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. In case of valid grounds, the student or graduate shall have the right to present a justified declaration to the member of the Rectorate, responsible for taking the decision to pay the mobility grant, 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. The member of the Rectorate, responsible for taking the decision to pay the mobility grant, 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. Long-term student mobility carried out on the basis of bilateral agreements

5.1. On the basis of bilateral agreements, students can apply for mobility for studies abroad at a foreign university with whom a bilateral cooperation agreement has been concluded.

5.2. The applicant shall:

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

5.2.2 have completed at least the first year on the first level of higher education by the beginning of studies at a foreign university and first semester of the first year of studies on

the second level of higher education, unless otherwise specified in the cooperation agreement;

5.2.3 have sufficient language skills to be able to complete studies abroad. The requirements for sufficient language skills shall be established in the bilateral cooperation agreement or shall be communicated by the foreign university in any other manner;

5.2.4 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 of studies for compiling the final thesis; and doctoral students;

5.2.5 partner universities may establish additional requirements for admission: e.g. being a student within the nominal period of studies, minimum average grade, proof of economic means etc. Additional requirements are listed on the webpage of the foreign university or in the cooperation agreement.

5.3. Students shall submit the application in Solemove by the deadline established in the Academic Calendar. If the application deadline of the foreign university is earlier than the application deadline at TLU, the deadlines established by the partner and made available in the application system shall be considered.

5.4. The application shall be accompanied by the following documents:

5.4.1. certificate of language proficiency for the language in which the studies are conducted at the foreign university, with the exception of cases where the student has already proved the required level of language proficiency upon admission to Tallinn University;

5.4.2. motivation letter outlining the planned content of studies (see Annex);

5.4.3. study plan for studies at the foreign university;

5.4.4. in case of students on the second level of higher education applying during the first semester of studies, academic transcript with the results of the previous completed study level.

5.5. In order to apply for financial support students shall make a relevant mark on the application referred to in clause 5.3.

5.6. Applications shall be assessed on an on-going basis according to the criteria established in the Annex of this Procedure. Students who meet the requirements established by the foreign university shall be accepted for studies abroad, with the exception of cases described in section 6.

5.7. When administering the applications, the Senior Specialist and the academic unit shall have the right to invite the student for an additional interview to provide explanations as regards the fulfilment of requirements in clause 5.4. and to assess the application in accordance with the assessment criteria referred to in clause 5.6. The student shall be obliged to participate in the interview. The Head of International Cooperation shall be present at the interview.

5.8. The Senior Specialist shall inform the foreign university of allowing the student to 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.

5.9. Students who have been accepted for studies abroad shall compile with the help of the administrator of the study programme and/or Coordinator the final learning agreement for studies at a foreign university and shall send it for signing to the foreign university. Students shall send via email the scan of the learning agreement, signed by all parties, together with the acceptance from the foreign university to the Senior Specialist.

5.10. On the basis of the learning agreement an order shall be created in the Study Information System for going on studies abroad.

5.11. For allocating grants, a ranking list shall be compiled of the applicants, based on the mark referred to in clause 5.5. and the results of the assessment criteria referred to in clause 5.6. Grants shall be allocated on the basis of the ranking list. The university shall create an order for the payment of the grant;

5.12. In cases where changes have occurred in the study plan during studies abroad, students shall immediately inform via email the Coordinator and changes to the learning agreement shall be made, if necessary. Electronic copy of the document shall be sent to the Senior Specialist.

5.13. When returning from studies abroad, the following documents shall be presented to the Senior Specialist within 30 calendar days after the end date of studies abroad:

5.13.1. confirmation letter where the foreign university confirms the start and end date of studies;

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

5.14. Students shall submit the transcript of credits to their academic unit and an application in the Study Information System for transferring the credit points according to the procedure established in the Study Regulations.

5.15. 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.

6. Termination of application

6.1. The university shall have the right not to accept students' applications and not allow students on studies abroad if:

6.1.1. students are not able to fulfil the study programme during their studies abroad, with the exception of traineeship abroad for graduates;

6.1.2. all the assessment criteria described in the Annex have been marked as "0";

6.1.3. a student has committed an essentially indecent act during the studies. The definition of an essentially indecent act shall be based on Subsection 8 of Section 30 of TLU 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 member of the Rectorate managing academic affairs, appointed by the Rector, on the proposal of the Senior Specialist, the Head of International Cooperation or the academic unit.

6.2. 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 accepted for studies abroad within three weeks as of the end of the application period / submission of the application.

7. Contesting decisions

7.1. Decisions arising from this Procedure may be contested pursuant to the procedure established in section 33 of TLU Study Regulations.

ANNEX

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

	Method					
	Motivation letter	Transcript of credits	Learning Agreement	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 (with the exception of applicants on their first semester of the first level of higher education in which case the admission results are considered)		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. The motivation letter can give the total of 12p.

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.

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

Motivation letter

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 student mobility 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
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	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 TLU. 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 studies at home university in order to graduate.
Partly meets the criteria (1)	The student is informed of the organisation of studies at TLU 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 TLU 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 student mobility 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 student mobility 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 student mobility and does not have other means of income in addition to the student mobility grant.