

Erasmus+ Exchange Studies Checklist (Tallinn University)

| | Action | Additional information | To whom / Where | When |
|--------------------------|---|---|--|---|
| <input type="checkbox"/> | Contact your academic unit's Erasmus+ Coordinator and/or Academic Advisor at TLÜ to discuss exchange study options. | Academic unit's Erasmus+ Coordinators list is available here | | Before applying |
| <input type="checkbox"/> | Submit application with Motivation Letter, language certificate, and Study Plan | Study plan needs to be signed by the academic units Erasmus+ coordinator | SoleMOVE | Main call: February; Additional call: August/September |
| <input type="checkbox"/> | Wait for decision | Decision is sent by e-mail. | E-mail / SoleMOVE | Up to 2 weeks after application deadline |
| <input type="checkbox"/> | Confirm mobility | Confirm your decision to go on exchange so TLU can nominate you to the host university. | SoleMOVE | Within 3 days after acceptance |
| | Nomination sent | International Mobility Specialist sends nomination to host university. | International Studies Specialist | After confirmation |
| <input type="checkbox"/> | Receive host universities instructions | Wait for application instructions from host university. Check website if needed. If the host university has not contacted you within 2 months after applying to exchange studies, please contact International Studies Specialist. | Host university | Within 2 months after nomination |
| <input type="checkbox"/> | Apply to host university | Submit required documents to host university. Receive Letter of Acceptance. | Host university | By host university deadline |
| <input type="checkbox"/> | Scholarship agreement | Send by email: <ul style="list-style-type: none"> - Letter of Acceptance, - Signed Learning Agreement (in the case of programme countries, in the Solemove system / in the case of partner countries, in paper form (the form can be obtained from the international studies specialist)) - Insurance policy | International Studies Specialist | <p>Preferably 4 weeks before the start of the mobility period.</p> <p>The scholarship is paid out within two weeks after the scholarship agreements have been signed.</p> <p><i>The scholarship is paid in two installments: 80% of the European Commission scholarship after the scholarship agreements have been signed, and the remaining 20% at the end of the study mobility period after the required reporting documents have been submitted, provided that the study period has not been shortened. The scholarship from the Republic of Estonia is paid out in full.</i></p> |
| <input type="checkbox"/> | Learning Agreement changes (if needed) | Submit Exceptional Changes via SoleMOVE or paper form (partner countries) | SoleMOVE / International Mobility Specialist | Within 1 month after mobility start |
| <input type="checkbox"/> | Mobility period changes | Notify International Mobility Specialist of any changes to mobility duration. | International Mobility Specialist | At least 1 month before planned end |

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| <input type="checkbox"/> | Final reporting | Submit RPL (credit transfer) application with Transcript of Records and Confirmation Letter in ÖIS and fill out EU Survey. | ÖIS / EU system | Within 1 month after mobility ends |
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