

Approved by order No 97 of 08 May 2025 of the Vice-Rector for Academic Affairs

In force from: 08.05.2025

Procedure for Applying for a Visiting Student Position

1. General provisions

1.1 During their studies, students of Tallinn University of Technology (hereinafter referred to as 'TalTech') have the opportunity to apply for study programmes at foreign higher education institutions or for internships abroad through the Erasmus+ programme, bilateral agreements between TalTech and foreign higher education institutions, or on the student's own initiative.

1.2 The Procedure (hereinafter referred to as 'the Procedure') governs the physical study mobility of TalTech students to foreign higher education institutions or for internships abroad, short-term blended study mobility to foreign higher education institutions or organizations, virtual study mobility to foreign higher education institutions, and study mobility within Estonia. The Procedure also governs the physical study mobility of students enrolled in foreign higher education institutions to TalTech, including internships at TalTech, as well as short-term blended and virtual study mobility at TalTech under the Erasmus+ programme, bilateral agreements between TalTech and the foreign institution, or on the student's own initiative.

1.3 A recent TalTech graduate may apply for an internship abroad under the Erasmus+ programme, provided the graduate submitted his/her application as a student no later than one month before his/her thesis defence, in accordance with the requirements and procedures set forth in the Procedure.

1.4 For first- and second-cycle students, clause 2.8 of the Procedure applies when transferring abroad for studies on their own initiative.

1.5 The requirements and procedures for international visiting students who undertake doctoral studies at TalTech on their own initiative are governed by the order of the Vice-Rector for Research "The Requirements and Procedure for Admission of International Visiting Students to Doctoral Studies at Tallinn University of Technology".

1.6 The requirements and procedures for international visiting students who undertake first and second-cycle degree studies at TalTech on their own initiative are set forth in clauses 7.1 and 8.1 of the Procedure.

2. Physical mobility for TalTech students to study at a foreign higher education institution under the Erasmus+ programme or under bilateral agreements (hereinafter referred to as "study abroad").

2.1 The Office of Academic Affairs announces the competition for study mobility under the Erasmus+ programme or bilateral agreements twice a year – at the beginning of the spring and autumn semesters. A notice of the competition is published on the TalTech's external website.

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

2.2.1 the student's English language proficiency must meet at least the B2 level and fulfil the additional language requirements of the host institution abroad;

2.2.2 the student has no outstanding debts to TalTech.

2.3 A Dean may establish additional requirements for participation in the competition, which shall be published alongside the competition notice on the TalTech's external website.

2.4 A student must submit an application for participation in the competition through the mobility platform Solemove (hereinafter referred to as 'Solemove'). The Office of Academic Affairs enters the application for a visiting student position into the Study Information System (hereinafter referred to as 'SIS') at the beginning of the semester.

2.5 To determine the results of the competition, (a) School committee (or committees) shall be formed, which must include a representative from the Office of Academic Affairs.

2.6 Preference in the competition is given to students who complete their study programme while studying abroad. If a student has previously studied abroad, but has not completed his/her study programme to the extent required in clause 2.11 during the period of study abroad, TalTech has the right to consider the student as having failed the competition, even if the student meets the requirements set out in clause 2.2 and the additional requirements set by the School.

2.7 The Office of Academic Affairs shall notify the applicants of the competition results within four weeks of the application deadline.

2.8 Visiting student status of a TalTech student who has successfully passed the competition and been selected, including those going to study abroad on their own initiative (free movers), is granted by a Dean's order.

2.9 Before commencing studies abroad, the student must prepare an exchange studies plan in the SIS, which must be approved by the programme director.

2.10 For studying abroad, a trilateral learning agreement (hereinafter referred to as the 'trilateral agreement') shall be signed between the student, TalTech, and the foreign higher education institution. The trilateral agreement is signed on behalf of TalTech by an employee of the Office of Academic Affairs authorized by the Vice-Rector for Academic Affairs or the programme director. The trilateral agreement specifies, among other things, the courses to be completed by the student during his/her studies abroad, as well as the corresponding courses or study programme modules at TalTech. The student must submit the signed trilateral agreement to the Office of Academic Affairs.

2.11 During his/her study abroad, a first- or second-cycle student must complete courses relevant to his/her study programme in the amount of at least 15 ECTS credit points per semester. In doctoral studies, a student must submit a confirmation letter from the host higher education institution regarding the period of his/her study abroad to the Office of Academic Affairs.

2.12 If a student is required to obtain a visa to study abroad, the Office of Academic Affairs shall issue the relevant certificate upon the student's request for visa application purposes.

2.13 TalTech shall enter into a bilateral agreement with the recipient of the Erasmus+ scholarship on the use of the study mobility grant for the period of study abroad. Students who plan to complete their studies in the same semester as their study abroad will be awarded the Erasmus+ scholarship until 15 May or 15 December.

2.14 After completing his/her study abroad, the student must submit his/her transcript of records to the Office of Academic Affairs. If the student participates in the Erasmus+ programme, he/she must also submit the documents specified in the agreement on the use of the study mobility grant or its annexes.

2.15 The courses completed during study abroad shall be recognized in accordance with the "Rules for Accreditation of Prior and Experiential Learning" established by the Senate.

2.16 In the case of failure to submit, or submission of incomplete documents specified in clause 2.14, TalTech has the right to reclaim the scholarship paid to the student.

2.17 A student is entitled to study abroad up to two semesters in each cycle of higher education, excluding in integrated bachelor's and master's studies, where under the Erasmus+ programme, in a five-year programme, a student may study for up to two semesters during the first three academic years and up to two semesters during the final two academic years. If a student studies abroad in an autumn semester, the student may submit a new application via SoleMove to extend the period of study abroad, taking into account the maximum duration of study set out in this clause. An application for an extension of the study abroad period must be submitted by 1 December at the latest.

2.18 TalTech students studying abroad as visiting students must comply with the academic policies of the host higher education institution.

2.19 If a foreign higher education institution notifies TalTech of a student's violation of good academic practice and/or other unethical behaviour during the student's study abroad, and/or if the student has applied for a full academic year abroad but has not completed the required portion of their study programme in the autumn semester as specified in clause 2.11, TalTech reserves the right to terminate the trilateral agreement by notifying both the student and the host institution, and the student's status as a visiting student will be revoked by an order of the Dean's Office.

3. Short-term blended mobility for TalTech students to study at a foreign higher education institution under the Erasmus+ programme

3.1 The Office of Academic Affairs announces the competition for short-term blended mobility (for both study and internship purposes) under the Erasmus+ programme. A notice of the competition is published on the TalTech's external website.

3.2 To participate in the competition, the content of the short-term blended mobility course must align with the student's field of study.

3.3 To participate in the competition, the student can submit an application via SoleMove throughout the year. The Office of Academic Affairs enters the application for visiting student position into the SIS.

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

3.4.1 the student's English language proficiency must meet at least the B2 level and fulfil the additional language requirements of the host institution;

3.4.2 the student has no outstanding debts to TalTech.

3.5 A Dean may establish additional requirements for participation in the competition, which shall be published alongside the competition notice on the TalTech's external website.

3.6 Applications for a visiting student position that meet the requirements and have been confirmed by the student, and approved by the programme director and the representative of the Office of Academic Affairs in the SIS will be accepted in the order of their submission until the available funds are exhausted.

3.7 The Office of Academic Affairs shall notify applicants of the competition results within four weeks of the application submission date.

3.8 Before commencing studies abroad, the student must prepare an exchange studies plan in the SIS, which must be approved by the programme director.

3.9 For studying abroad, a trilateral learning agreement (hereinafter referred to as the 'trilateral agreement') shall be signed between the student, TalTech, and the foreign higher education institution. The trilateral agreement is signed on behalf of TalTech by an employee of the Office of Academic Affairs authorized by the Vice-Rector for Academic Affairs or the programme director. The trilateral agreement specifies, among other things, the courses to be completed by the student during his/her studies abroad, as well as the corresponding courses or study programme modules at TalTech. The student must submit the signed trilateral agreement to the Office of Academic Affairs.

3.10 If a student is required to obtain a visa to study abroad, the Office of Academic Affairs shall issue the relevant certificate upon the student's request for visa application purposes.

3.11 The physical component of blended mobility at a foreign higher education institution or organization shall last 5-30 days and must be combined with a virtual component, for which there is no specified duration requirement.

3.12 The short-term physical mobility of PhD students shall last 5-30 days, which may but need not be combined with a virtual activity.

3.13 The workload requirement for blended mobility is at least 3 ECTS credits, and at least 1 credit in the case of internship counted as a special course.

3.14 The workload requirement is not applied in the case of short-term physical study mobility (virtual activity not included) of PhD students.

3.15 TalTech shall enter into a bilateral agreement on using the study mobility grant with the recipient of the Erasmus+ scholarship. Students who plan to complete their studies in the same semester as their study abroad may participate in short-term mobility until 15 May or 15 December.

3.16 After completing blended study mobility, the student shall submit his/her transcript of records to the Office of Academic Affairs.

3.17 The courses completed during blended study mobility shall be recognized in accordance with "The Rules for Accreditation of Prior and Experiential Learning" established by the Senate.

4. Virtual mobility of a TalTech students to a foreign higher education institution (hereinafter referred to as 'virtual study abroad')

4.1 The Office of Academic Affairs announces a virtual study abroad competition twice a year, in the autumn and spring semesters. A notice of the competition is published on the TalTech's external website.

4.2 A Dean may establish additional requirements for participation in the competition, which shall be published alongside the competition notice on the TalTech's external website.

4.3 A student shall submit an application for participation in the competition in the SIS.

4.4 The programme director approves the student's application for virtual study abroad.

4.5 The Office of Academic Affairs informs the foreign higher education institution of the TalTech student who submitted the application.

4.6 The foreign higher education institution has the right to reject the application of a TalTech student in justified cases or based on its selection process.

4.7 After completing virtual study abroad, the student shall submit his/her transcript of records to the Office of Academic Affairs.

4.8 The courses completed during virtual study mobility abroad shall be recognized in accordance with "The Rules for Accreditation of Prior and Experiential Learning" established by the Senate.

5. Internship abroad under the Erasmus+ programme or on one's own initiative (hereinafter referred to as "internship abroad")

5.1 A student may complete an internship abroad in a company, institution, or organization (hereinafter referred to as 'the host organisation') under the Erasmus+ programme or on his/her own initiative during their studies, or as a recent graduate (hereinafter referred to as 'recent graduate') within one year of graduation.

5.2 Information about the competition for funding internship abroad is published on TalTech's external website.

5.3 A student or recent graduate must independently find a host organisation for internship abroad. The field of activity and profile of the host organisation must align with the student's or recent graduate's field of study.

5.4 To participate in the competition, a student may submit an application in SoleMove throughout the year, while a recent graduate must submit an application no later than one month before his/her thesis defence. An employee of the Office of Academic Affairs shall obtain the programme director's approval for the application.

5.5 The competition is open to students or recent graduates of TalTech who fulfil the following requirements:

5.5.1 the host organisation has granted its written consent;

5.5.2 the student has no outstanding debts to TalTech.

5.6 A Dean may establish additional requirements for participation in the competition, which shall be published alongside the competition notice on the TalTech's external website.

5.7 The Office of Academic Affairs shall notify applicants of the competition results within four weeks of the application submission date.

5.8 If an internship abroad required for completing the study programme involves a workload of 15 ECTS credits or more, the student must submit an application for transfer to internship abroad by the course declaration deadline for the semester at TalTech. A student who has successfully passed the competition is transferred to internship abroad based on the Dean's order.

5.9 For internship abroad, a trilateral internship agreement shall be entered into between the student, TalTech and the host organisation. The programme director signs the internship agreement on behalf of TalTech. An internship agreement shall specify, among other details, the content of the internship abroad and the corresponding TalTech course(s) or study programme module, except in the case of a recent graduate's internship abroad. The student must submit the signed trilateral agreement to the Office of Academic Affairs.

5.10 The university shall conclude a bilateral agreement on the use of the study mobility grant with the recipient of the Erasmus+ scholarship, to which the agreement referred to in clause 5.9 shall be annexed.

5.11 The internship abroad shall be recognized based on the requirements for the selected corresponding course.

5.12 The duration of an internship abroad under the Erasmus+ programme must be at least two calendar months and no more than six calendar months. Students who plan to complete their studies in the same semester as their study abroad may undertake an internship abroad until 15 May or 15 December. An internship undertaken under one's own initiative must be completed as part of a practice course, and its duration depends on the study programme the student is enrolled in.

5.13 After completing an internship abroad, a student or recent graduate shall submit the documents specified in the agreement on using the study mobility grant or its annexes to the Office of Academic Affairs.

5.14 In the case of failure to submit, or submission of incomplete documents specified in clause 5.13, TalTech has the right to reclaim the scholarship paid to the student or recent graduate.

5.15 If a student completes an internship abroad of at least 15 ECTS credits on his/her own initiative, the nominal duration of studies for a first- or second-cycle student will be extended by the semester in

which the internship abroad is undertaken, provided that TalTech recognizes the internship for at least 15 ECTS credits. For the nominal study period to be extended, the student undertaking an internship abroad on his/her own initiative must hold visiting student status based on a Dean's order.

6. Study mobility within Estonia

6.1 Studies of TalTech students as visiting students at the University of Tartu, Tallinn University, the Estonian University of Life Sciences, the Estonian Academy of Arts, the Estonian Academy of Music and Theatre, and other higher education institutions with which TalTech has entered into a corresponding agreement take place as follows:

6.1.1 a student who wishes to commence studies at a higher education institution listed in clause 6.1 shall submit a referral via the SIS, indicating the name of the host institution and the course(s) the student wishes to take;

6.1.2 the programme director signs the visiting student referral form submitted by the student;

6.1.3 the study results obtained as a visiting student shall be transferred in accordance with "The Rules for Accreditation of Prior and Experiential Learning" established by the Senate. A student shall attach the transcript of records received from the host university to his/her APEL application.

6.2 The studies of the students from the University of Tartu, Tallinn University, the Estonian University of Life Sciences, the Estonian Academy of Arts the Estonian Academy of Music and Theatre and other higher education institutions (hereinafter referred to as "home university"), with which TalTech has entered into a corresponding agreement, as visiting students at TalTech, take place as follows:

6.2.1 a visiting student submits a referral form signed by his/her home university to the TalTech Office of Academic Affairs. A student shall submit the referral form at least seven calendar days before the deadline for submitting an individual study plan set out in the TalTech academic calendar. TalTech reserves the right to decline reviewing documents that are not submitted by the prescribed deadline.

6.2.2 on the basis of this referral form, the Office of Academic Affairs prepares an order to admit the student as a visiting student, signed by the Vice-Rector for Academic Affairs;

6.2.3 the visiting student registers for the courses he/she wishes to study in the TalTech's SIS;

6.2.4 At the end of the study period, the Dean's Office of the School issues a transcript of records (in both Estonian and English) to the visiting student or forwards it to the student's home university at the student's request.

7. Physical mobility of students from a foreign higher education institution to study at TalTech under the Erasmus+ programme or bilateral agreements or on one's own initiative

7.1 To study at TalTech, the higher education institution where the student is enrolled shall submit the candidature of a student who intends to study at TalTech, including a student applying on his/her own initiative (a free mover).

Except for students applying on their own initiative, nominations must be based on either an Erasmus+ agreement concluded between a foreign higher education institution and TalTech for a specific ISCED code, or a bilateral agreement concluded between TalTech and a foreign higher education institution for a specific field. Students applying on their own initiative are not admitted to the School of Information Technologies and the School of Business and Governance. Students applying to TalTech on their own initiative may be admitted if student places are available under an agreement concluded between TalTech and a foreign higher education institution. TalTech may refuse to admit a free mover if there is reason to doubt their credibility or if there is suspicion that studying at TalTech is not the true purpose of their stay in Estonia. TalTech is not obliged to disclose the reason for the refusal.

7.2 The application deadlines, along with the list of required documents, are available on TalTech's external website. TalTech reserves the right to decline reviewing documents that are not submitted by the prescribed deadline. To participate in the competition, the student must submit an application via SoleMove.

7.3 A candidate for international visiting student position must meet the following requirements:

7.3.1 the candidate's English language proficiency must be at least at the B2 level (a language proficiency certificate must be attached);

7.3.2 the courses to be studied must correspond to the candidate's field of study and the study level at the foreign higher educational institution.

7.4 The list of courses taught in English that are available to international visiting students is provided on the TalTech's website. The list is updated twice a year - in April and in October.

7.5 The Office of Academic Affairs shall notify the applicants of the competition results within five weeks of the application deadline.

7.6 If a student is required to obtain a visa to study at TalTech, the Office of Academic Affairs shall issue the relevant certificate upon the student's request for visa application purposes.

7.7 An international visiting student studies at TalTech based on an order issued by the Vice-Rector for Academic Affairs.

7.8 An international visiting student is allowed to make changes to his/her individual study plan within two weeks of the start of the semester. At the end of each semester, the School shall submit the transcripts of records of international visiting students in English to the Office of Academic Affairs. The Office of Academic Affairs shall submit a transcript of records to the student's home institution and, upon request, provide a digital copy to the student.

7.9 An international visiting student is entitled to study at TalTech for up to two semesters at each level of higher education, except in a five-year integrated bachelor's and master's programme, where under the Erasmus+ programme, a student may study for up to two semesters during the first three academic years and up to two semesters during the final two academic years. A visiting student may submit an application in the SIS to extend his/her period of study at TalTech, taking into account the maximum duration set out in this clause. If a student is studying at TalTech during the autumn semester, the application to extend the period of study must be submitted no later than 1 December.

7.10 If an international visiting student's graduation thesis is supervised by a TalTech academic staff member, the student may stay at TalTech for up to two semesters. An international visiting student must find a TalTech staff member who agrees to supervise his/her graduation thesis.

7.11 An international visiting student is required to observe the constitutional order of Estonia and to comply with the legislation of Estonia and TalTech, uphold the constitutional values and principles, respect the state founded on freedom, justice and law and the organization of society in Estonia, the Estonian language and culture.

8. Short-term blended mobility of students from a foreign higher education institution to study at TalTech under the Erasmus+ programme

8.1 To study at TalTech in a short-term blended mobility course under the Erasmus+ programme, the higher education institution where the student is enrolled shall submit the student's candidature, including that of a student applying on their own initiative (a free mover).

8.2 The application deadlines, along with the list of required documents, are available on TalTech's external website. TalTech reserves the right to decline reviewing documents that are not submitted by the prescribed deadline.

8.3 To participate in the competition, the student must submit an application via SoleMove.

8.4 An applicant must meet the following requirements:

8.4.1 the applicant's English language proficiency must be at least at the B2 level;

8.4.2 TalTech has granted written consent for the student's participation in the course.

8.5 The Office of Academic Affairs shall notify the applicants of the competition results within two weeks.

8.6 If a student is required to obtain a visa to study abroad, the Office of Academic Affairs shall issue the relevant certificate upon the student's request for visa application purposes.

8.7 An international visiting student studies at TalTech based on an order issued by the Vice-Rector for Academic Affairs

8.8 At the end of each short-term course, the School shall submit the transcripts of records of international visiting students in English to the Office of Academic Affairs.

8.9 The Office of Academic Affairs shall submit a transcript of records to the higher education institution where the student is enrolled, and, upon request, provide a digital copy to the student.

9. Virtual academic mobility of international higher education students to TalTech

9.1 To participate in a virtual course at TalTech, the higher education institution where the student is enrolled must submit the student's candidacy to TalTech.

9.2 The application deadlines, along with the list of required documents, are available on TalTech's external website. TalTech reserves the right to decline reviewing documents that are not submitted by the prescribed deadline.

9.3 To participate in the competition, the student must submit an application via SoleMove.

9.4 The Office of Academic Affairs shall notify the applicants of the competition results within two weeks of the application deadline.

9.5 An international visiting student studies at TalTech based on an order issued by the Vice-Rector for Academic Affairs

9.6 At the end of each semester, the School shall submit the transcripts of records of international visiting students in English to the Office of Academic Affairs. The Office of Academic Affairs shall submit a transcript of records to the higher education institution where the student is enrolled, and, upon request, provide a digital copy to the student.