

Approved by order No 138 of 7 November 2022 of the Vice-Rector for Academic Affairs

In force from: 07.11.2022

Procedure for Applying to a Visiting Student Place

1. General provisions

1.1 The Procedure for Applying to a Visiting Student Place lays down the requirements for and the procedure of applying at Tallinn University of Technology (hereinafter referred to as "TalTech").

2. Physical mobility for TalTech students for studying at a higher education institution abroad 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 under bilateral agreements twice a year – in February and in September. A notice of the competition is published on the TalTech external website.

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

2.2.1 the student's English language proficiency must correspond to at least B2 level and meet the additional language requirements of the host higher education institution;

2.2.2 the student is not in arrears to TalTech.

2.3 A school may establish additional terms and conditions for participation in the competition, which shall be published together with the notice of competition on the TalTech external website

2.4 A student shall submit an application for participation in the competition via the mobility platform Solemove (hereinafter referred to as "Solemove").

2.5 In order to determine the results of the competition, a committee (committees) shall be formed in the school, which shall include a representative of the Office of Academic Affairs.

2.6 At the competition preference is given to students who complete their study programme during the period of study abroad. If a student has previously studied abroad, but has not completed his or her study programme to the extent required in clause 2.10 during the period of the 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 results of the competition by e-mail within four weeks from the deadline for application.

2.8 A successful competition candidate who has been nominated to study abroad, including a student studying abroad on his or her own initiative (a free mover), shall submit an application in the study information system for studying as a visiting student by the deadline for declaring the courses of the semester of transfer to study abroad at TalTech. Based on the student's application, an order for study abroad is issued in the study information system.

2.9 For studying abroad, a trilateral learning agreement (hereinafter referred to as "trilateral agreement") shall be entered into between the student, TalTech and the host higher education institution. The programme director signs the learning agreement on behalf of TalTech. A learning agreement shall set out the courses to be completed during study abroad and the corresponding TalTech courses or study modules. The student shall submit the agreement signed by all the parties to the Office of Academic Affairs by e-mail or on paper.

2.10 A first or second level student must, during his or her study abroad, complete courses suitable for his or her study programme in the amount of at least 15 ECTS credit points per each semester. In doctoral studies, a student shall submit to the Office of Academic Affairs a confirmation letter of the host higher education institution regarding the period of his or her study abroad.

2.11 If a student needs to apply for a study visa for his or her study abroad, the Office of Academic Affairs shall issue the relevant certificate at the request of the student.

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

2.13 After completion of study abroad the student shall submit to the Office of Academic Affairs a transcript of records and if the student participates in an Erasmus+ programme, he or she shall submit also the documents specified in the agreement on using the study mobility grant or annexes thereto.

2.14 The courses completed in study abroad shall be taken into account in accordance with the Procedure for Accreditation of Prior and Experiential Learning.

2.15 In the case of failure to submit or submission of incomplete documents specified in clause 2.13. TalTech has the right to reclaim the paid scholarship.

2.16 A student is entitled to study abroad up to two semesters in each level of higher education, excluding in integrated studies, where under the Erasmus+ programme, in a five-year programme, a student can study abroad up to two semesters during the first three academic years and up to two semesters during the last two academic years. If a student studies abroad in an autumn semester, the student may submit a new application in the study information system for the extension of 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 period of study abroad must be submitted by 1 December at the latest.

2.17 If a higher education institute abroad informs TalTech of a violation of good academic practice and/or other unethical behaviour by a student during the period of study abroad and/or if the student has applied for study abroad for an entire academic year, but has not completed his or her study programme in the autumn semester of study abroad to the extent required in clause 2.10, TalTech has the right to cancel the trilateral agreement by notifying the student and the host higher education institution and terminate the student's study abroad by a dean's office order.

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

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

3.2. The content of the course in short-term blended mobility must correspond to the student's field of study.

3.3. To participate in the competition, a student shall submit an application via Solemove.

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

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

3.4.2 the host higher education institution has granted its written consent regarding the student's participation in the course;

3.4.3 the student is not in arrears to TalTech.

3.5 A school may establish additional terms and conditions for participation in the competition, which shall be published together with the notice of competition on the TalTech external website

3.6 Applications that meet the requirements will be accepted in the order of their submission as long as there are funds and contracted mobility places for study abroad.

3.7 The Office of Academic Affairs shall notify the applicants of the results of the competition by e-mail.

3.8 A successful competition candidate (elected candidate) shall submit an application for studying as a visiting student in the study information system.

3.9 The programme director approves the visiting student application.

3.10 For studying abroad, a trilateral learning agreement shall be entered into between the student, TalTech and the host higher education institution. The programme director signs the learning agreement on behalf of TalTech. A learning agreement shall set out the courses to be completed during study abroad and the corresponding TalTech course(s) or study module. The student shall submit the agreement signed by all the parties to the Office of Academic Affairs by e-mail or on paper.

3.11 If a student needs to apply for a study visa for his or her study abroad, the Office of Academic Affairs shall issue the relevant certificate at the request of the student.

3.12 The physical part of blended mobility shall last 5-30 days, which shall be combined with a virtual part (no duration requirement).

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

3.14 The workload of blended study mobility shall be at least 3 ECTS credits.

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

3.16 TalTech shall enter into a bilateral agreement on using the study mobility grant with the recipient of the Erasmus+ scholarship.

3.17 After completion of blended study mobility, the student shall submit to the Office of Academic Affairs a transcript of records.

3.18 The courses completed in blended study mobility shall be taken into account in accordance with the Procedure for Accreditation of Prior and Experiential Learning.

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

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

4.2 A school may establish terms and conditions for participation in the competition, which shall be published together with the notice of competition on the TalTech external website

4.3 A student shall submit an application for participation in the competition in the study information system,

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

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

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

4.7 After completion of virtual study abroad, the student shall submit to the Office of Academic Affairs a transcript of records.

4.8 The courses completed in virtual study mobility shall be taken into account in accordance with the Procedure for Accreditation of Prior and Experiential Learning.

5. Internship abroad under the Erasmus+ programme (hereinafter referred to as “internship abroad”)

5.1 A student can perform an internship abroad in a company, institution or organization (hereinafter referred to as “the host organisation”) during his or her studies or a recent university graduate within one year of the date of graduation. A recent university graduate shall submit an application for internship abroad via Solemove no later than one month before the defence of his or her graduation thesis.

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

5.3 A student shall find the host organisation for internship abroad by himself or herself. The field of activity and profile of the host organisation must correspond to the student's field of study.

5.4 To participate in the competition, a student shall submit an application via Solemove.

5.5 The competition is open to TalTech students who meet the following requirements:

5.5.1 the host organisation has granted its written consent;

5.5.2 the student is not in arrears to TalTech.

5.6 A school may establish additional terms and conditions for participation in the competition, which shall be published together with the notice of competition on the TalTech external website

5.7 In order to determine the results of the competition, a committee (committees) shall be formed, which shall include a representative of the Office of Academic Affairs.

5.8 The Office of Academic Affairs shall notify the applicants of the results of the competition by e-mail within four weeks as of the submission of the application.

5.9 If the workload of internship abroad required to complete the study programme is 15 ECTS credits or more, the student shall submit an application for studying as a visiting student by the deadline for declaring the courses of the semester of transfer to internship abroad at TalTech. Based on the application, an order for study abroad is issued in the study information system.

5.10 For internship abroad, a trilateral internship agreement shall be entered into between the student, TalTech and the host organisation. The programme director signs the learning agreement on behalf of TalTech. An internship agreement shall set out the content of the internship abroad and the corresponding TalTech course(s) or study programme module, except in the case of internship abroad of a recent university graduate. The student shall submit the internship agreement signed by the three parties to the Office of Academic Affairs by e-mail or on paper.

5.11 The university shall enter into a bilateral agreement on using the study mobility grant with the recipient of the Erasmus+ scholarship, whereto the agreement specified in clause 5.10 shall be annexed.

5.12 The completed internship abroad shall be taken into account in accordance with the Procedure for Accreditation of Prior and Experiential Learning.

5.13 The duration of an internship abroad shall be at least two calendar months but not more than six calendar months.

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

5.15 In the case of failure to submit or submission of incomplete documents specified in clause 5.14. TalTech has the right to reclaim the paid scholarship.

6. Study mobility in Estonia

6.1 The study of a TalTech student as a visiting student 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 or other higher education institutions with whom TalTech has entered into a corresponding agreement takes place as follows:

6.1.1 a student who wants to commence studies in a higher education institution listed in clause 6.1 shall submit via the study information system a referral indicating the name of the host higher education institution and the course(s) that the student wants 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 Procedure and Terms and Conditions for Accreditation of Prior and Experiential Learning. A student shall attach the transcript of records received from the host university to his or her APEL application.

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

6.2.1 a visiting student submits a referral form signed by his or her home university to the TalTech Office of Academic Affairs;

6.2.2 on the basis of the referral form the Office of Academic Affairs prepares an order to admit the student as a visiting student;

6.2.3 the visiting student declares the courses he or she wants to take in the TalTech study information system;

6.2.4 at the end of the study period, the dean's office of the school issues a transcript of records (in the Estonian and English language) to the visiting student or forwards it to his or her home university at the request of the visiting student.

6.3 The student shall submit the referral form specified in clause 6.1.1 at least three working days before the deadline for submitting an individual study plan set out in the TalTech academic calendar.

TalTech has the right to refuse to review documents not submitted by the prescribed deadline.

7. Physical mobility of students from a higher education institution abroad for studying at TalTech under the Erasmus+ programme or under bilateral agreements

7.1 To study at TalTech, the higher education institution, where the student is enrolled, shall submit the candidature of a student going to study at TalTech, including a student going to study at TalTech on his or her own initiative (a free mover). Free movers get the opportunity to attend studies at TalTech only if there are vacant places left after the students from TalTech partner universities have been admitted. TalTech may refuse to admit a free mover if there is reason to doubt his or her credibility or there is a suspicion that going to studying at TalTech is not the real reason or purpose of his or her stay in Estonia. TalTech is not required to disclose the reason for the refusal. The terms and conditions and procedure for free movers coming to study in TalTech doctoral study is regulated by the order of the Vice-Rector for Research.

7.2 The application deadlines together with the list of the required documents are available on the TalTech external website. TalTech has the right to refuse to review documents not submitted by the prescribed deadline. To participate in the competition, a student shall submit an application via Solemove.

7.3 An applicant must meet the following requirements:

7.3.1 the applicant's English language proficiency shall correspond to at least B2 level (a language proficiency certificate must be attached)

7.3.2 the courses to be studied must correspond to the applicant's field of study.

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

7.5 The Office of Academic Affairs shall notify the applicants and their home institutions of the results of the competition by e-mail within five weeks as of the deadline for application.

7.6 If a student needs to apply for a visa for his or her study at TalTech, the Office of Academic Affairs shall issue the relevant certificate at the request of the student.

7.7 An international visiting student coming to study at TalTech is registered as a visiting student by a Vice-Rector's order.

7.8 At the end of each semester, the school shall submit to the Office of Academic Affairs the transcripts of records of the international visiting students in English. The Office of Academic Affairs shall submit a transcript of records to the student's home institution and to the student in digital form at his or her request.

7.9 An international visiting student is entitled to study at TalTech up to two semesters in each level of higher education, excluding in integrated studies, where under the Erasmus+ programme, in a five-year integrated study programme, a student can study at TalTech up to two semesters during the first three academic years and up to two semesters during the last two academic years. An international visiting student may submit an application in the study information system for the extension of the period of study at TalTech, taking into account the maximum duration of study set out in this clause. If a student studies at TalTech in the autumn semester, the application for an extension of the period of study must be submitted by 15 November at the latest.

7.10 If the graduation thesis of an international visiting student 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 himself or herself a TalTech staff member who agrees to supervise his or her graduation thesis. In this case, an agreement is entered into between the international visiting student and TalTech, which lays down, among other things, the period of study in TalTech, the admission requirements and the availability of financial resources.

8. Short-term blended mobility of students from a higher education institution abroad for studying 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 candidature of a student going to study at TalTech, including of a student going to study at TalTech on his or her own initiative (a free mover).

8.2 The application deadlines together with the list of the required documents are available on the TalTech external website. TalTech has the right to refuse to review documents not submitted by the prescribed deadline.

8.3. To participate in the competition, a student shall submit an application via Solemove.

8.4 An applicant must meet the following requirements:

8.4.1 the applicant's English language proficiency shall correspond to at least B2 level (a language proficiency certificate must be attached);

8.4.2 the course to be studied must correspond to the applicant's field of study.

8.5 The Office of Academic Affairs shall notify the applicants and higher education institutions, where the applicants are enrolled, of the results of the competition by e-mail.

8.6 If a student needs to apply for a visa for his or her study abroad, the Office of Academic Affairs shall issue the relevant certificate at the request of the student.

8.7. An international visiting student coming to study at TalTech is registered as a visiting student by a Vice-Rector's order.

8.8 At the end of each semester, the school shall submit to the Office of Academic Affairs the transcripts of records of the international visiting students in English.

8.9 The Office of Academic Affairs shall submit a transcript of records to the higher education institution, where the student is enrolled, and to the student in digital form at his or her request.

9. Virtual study mobility of students of higher education institutions abroad to TalTech

9.1 To study in a virtual course at TalTech, the higher education institution, where the student is enrolled, shall submit the candidature of a student going to study at TalTech, including a student going to study at TalTech on his or her own initiative (a free mover).

9.2. The application deadlines together with the list of the required documents are available on the TalTech external website. TalTech has the right to refuse to review documents not submitted by the

prescribed deadline.

9.3. To participate in the competition, a student shall submit an application via Solemove.

9.4. The Office of Academic Affairs shall notify the applicants and their home higher education institutions of the results of the competition by e-mail.

9.5. A visiting student coming to study at TalTech is registered as a visiting student by a Vice-Rector's order.

9.6. At the end of each semester, the school shall submit to the Office of Academic Affairs the transcripts of records of the visiting students in English. The Office of Academic Affairs shall submit a transcript of records to the higher education institution, where the student is enrolled, and to the student in digital form at his or her request.

10. I hereby repeal order No 83 of 7 August 2017 of the Vice-Rector for Academic Affairs "Procedure for Applying to a Visiting Student Place".

11. The order shall enter into force upon signature.