



**TAL  
TECH**

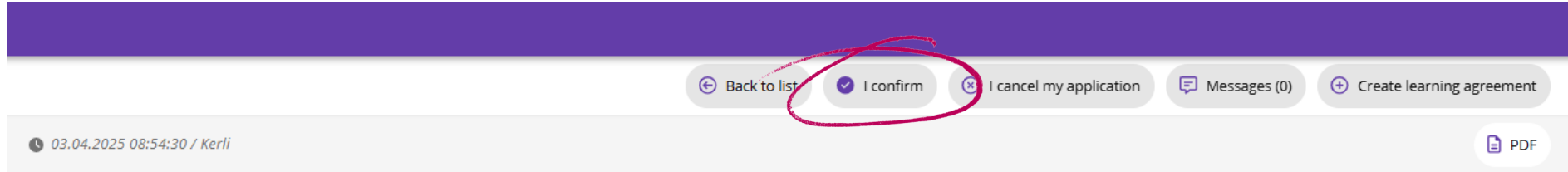
# **EXCHANGE STUDIES** **PRACTICAL INFORMATION**

Kerli Roosimaa  
Office of Academic Affairs: Mobility Centre  
Tallinna University of Technology

16.04.2026

# CONFIRMING APPLICATIONS & NOMINATIONS

## Final decision confirmation on SoleMove:



The screenshot shows a user interface for confirming an application. At the top, there is a purple header bar. Below it, a navigation bar contains several buttons: "Back to list", "I confirm" (highlighted with a red circle), "I cancel my application", "Messages (0)", and "Create learning agreement". Below the navigation bar, there is a timestamp "03.04.2025 08:54:30 / Kerli" and a "PDF" button.

## Application form for outgoing student mobility

Application number 2317070	Applicant Tamm, Jüri	Mobility type S - Study	Application period Main application round for studies (Autumn semester, full Academic Year) 01.04.2025 00:00 - 30.04.2025 23:59	Application status Acceptance information sent
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**Nominatsion** – TalTech officially notifies the host university about the selected student(s). Almost all students have been nominated by today.

# APPLYING TO THE PARTNER UNIVERSITY

**Application form** with the supporting documents (may vary):

- **Transcript of Records** – in English, signed/stamped from the Dean's Office;
- **Declared courses for current semester** – in English, signed/stamped from the Dean's Office;
- **Language Certificate;**
- **Copy of ID card/passport;**
- **Copy of EU Health Insurance** card or other Proof of Health Insurance;
- **CV;**
- **Learning Agreement** - courses

## EXCHANGE COURSES

Exchange Studies Plan in OIS

Learning Agreement (LA/OLA)

## RULE OF 15 ECTS

- It is mandatory to take **minimum 15 ECTS** per semester abroad
- If you complete **at least 15 ECTS** of subjects compatible with your curriculum per semester, the nominal period of study **is prolonged by one semester**
  - When you return from your semester abroad, you don't have to complete more than 15 ECTS the following semester

All subjects must be **coordinated with your Programme Director!** Same applies for any changes in the list of courses.

- Subjects completed abroad can replace subjects from your curriculum if their learning outcomes correspond to each other

**NB!** It is recommended to take more than 15 ECTS abroad. If you fail to bring back 15 ECTS compatible to your curriculum, your ordinary semester study load requirement has to be met!

# WHAT TO KEEP IN MIND

When choosing courses:

Pay attention to the **volume of the courses** at the host University:

- If a course abroad gives, for example, 5 ECTS, it will be transferred to TalTech with the same credit volume;
  - We recommend taking an additional course to ensure you don't end up with a missing ECT in your module(s) after the transfer.

**Confirm the suitable courses** and their equivalence at TalTech **with your program director before going on exchange** (Exchange Studies Plan in OIS) – this helps to avoid misunderstandings when transferring credits after returning.

Completed courses will be transferred to TalTech as “**passed**”.

# EXCHANGE STUDIES PLAN IN OIS (1)

1. Go to Documents → Applications → subsection **SUBMIT NEW** → **Exchange studies plan.**
2. Click "**Apply**" to open the form for creating a study abroad plan.

Create an exchange studies plan

student	242263IAPM - Johanna Brigitte Verro
type of application	exchange studies plan
study programme	IAPM02/24 - Computer Science
main field of study	computer science
student's TalTech e-mail	jaanika.paalo@taltech.ee
form of mobility *	-- Select -- ▾
name of the partner university in English *	<input type="text" value="Start entering..."/>
name of the partner university in original language	<input type="text"/>
country	<input type="text"/>
academic year of exchange studies *	-- Select -- ▾
study programme manager	Juhan-Peep Ernits

Save

Back

[INSTRUCTIONS](#)

## EXCHANGE STUDIES PLAN IN OIS (2)

- Form of Mobility: **semester studies abroad**
- Academic year of exchange studies: **2026/2027;**
- Two columns to indicate the study/transfer plan – courses to be taken abroad + matching courses/modules in TalTech;
- To be approved by your **Programme Director;**
- Used in the credit transfer process after your exchange;
- In case of changes (within one month from the beginning of exchange studies), update the plan in OIS.

NB! Before you start filling in your Exchange Studies Plan, **discuss the courses you plan to take with your Programme Director in advance**, so the preparation and completion of the plan would be a smooth process. The **learning outcomes of each course** will be helpful in this case!

## ONLINE LEARNING AGREEMENT (OLA)

### **ONLY for Erasmus+ programme (within EU):**

- Fill in your OLA on SoleMove only!
- Confirmation from TalTech can be done once your filled Exchange Studies Plan in ÖIS has been confirmed by your Programme Director

## LEARNING AGREEMENT (LA)

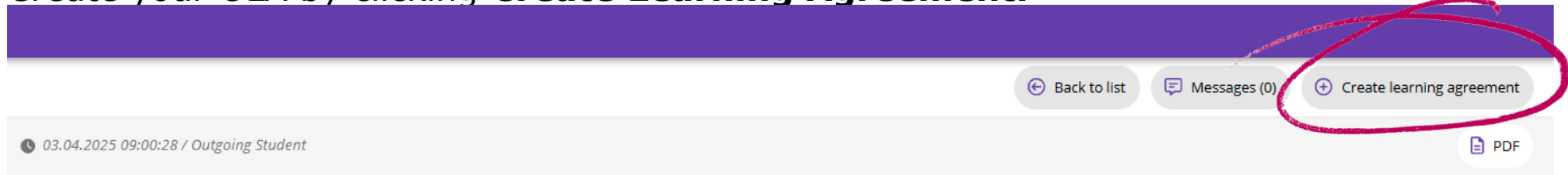
- Signed by your **Programme Director**
- This document cannot be signed digitally with your Estonian ID card!
- **LA has to be filled in before you go abroad**

**Erasmus+ templets:** [taltech.ee/en/erasmus-studies](https://taltech.ee/en/erasmus-studies) - Documentation

**Studies outside EU:** [taltech.ee/en/bilateral-agreements](https://taltech.ee/en/bilateral-agreements) - Exchange Documents

# CREATING AN OLA IN SOLEMOVE

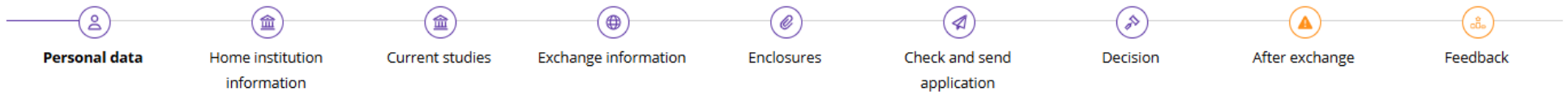
Create your OLA by clicking **Create Learning Agreement:**



The screenshot shows a navigation bar with three buttons: 'Back to list', 'Messages (0)', and 'Create learning agreement'. The 'Create learning agreement' button is circled in red. Below the navigation bar, there is a timestamp '03.04.2025 09:00:28 / Outgoing Student' and a 'PDF' icon.

## Application form for outgoing student mobility

<b>Application number</b> 2317070	<b>Applicant</b> Tamm, Jüri	<b>Mobility type</b> S - Study	<b>Application period</b> Main application round for studies (Autumn semester, full Academic Year) 01.04.2025 00:00 - 30.04.2025 23:59	<b>Application status</b> Confirmed
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✓ Learning agreement created. Access your learning agreement from the left menu.

# FILLING AN OLA IN SOLEMOVE

Good to know:

- **Responsible person at the sending institution** – Kerli Roosimaa ([kerli.roosimaa@taltech.ee](mailto:kerli.roosimaa@taltech.ee); +372 620 3549)
- **Planned start and end date of exchange** – refer to the Academic Calendar of the host University
- **Faculty/Department** – in the host university (where will you be taking most of the courses)
- **Mobility type** – semester(s)
- **Responsible person at the receiving institution** – contact person in the host university

Fill in the information and click **SAVE**



## Study programme and recognition

### Study program at the receiving institution

+ Add new

Add host university courses one by one, with the component code (if available), title of the course, semester and ECTS

Web link to the course catalogue at the receiving institution

https://

### Recognition at the sending institution

+ Add new

Add matching TalTech courses or modules

Provisions applying if the student does not complete successfully some educational components

https://




### Virtual components and recognition

+ Add new

# EXAMPLE




## Study programme and recognition

### Study programme at the receiving institution

Component code	Component title at the receiving institution	Semester	Number of ECTS credits	
04785	Leadership and Organizational Behavior	First semester (Winter/Autumn)	6	
L0558	Comparative International Management	First semester (Winter/Autumn)	6	
L7001	Management in International Organizations	First semester (Winter/Autumn)	6	
			ECTS TOTAL: 18	

Web link to the course catalogue at the receiving institution

### Recognition at the sending institution

Component code	Component title at the sending institution	Semester	Number of ECTS credits	Automatic recognition	
MMJ3030	Rahvusvaheline äri ja eetika	First semester (Winter/Autumn)	6	Yes	
TMK2080	Projektijuhtimine	First semester (Winter/Autumn)	6	Yes	
TMO0160	Personalijuhtimine	Second semester (Summer/Spring)	6	Yes	
			ECTS TOTAL: 18		

Provisions applying if the student does not complete successfully some educational components

# LETTER OF ACCEPTENCE

A document/an e-mail from the host university confirming your acceptance to their institution. Upon receiving the confirmation of acceptance, travel arrangements should be made.

May be in the form of:

- Official Acceptance Letter by regular post
- PDF copy of the official Acceptance Letter
- Confirmation of Acceptance via e-mail
- Signed (Online) Learning Agreement

**The Acceptance Letter and proof of insurance are a basis for signing the Financial Agreement!**

**IMPORTANT:** add the Acceptance Letter along with a proof of insurance as soon as you have them to SoleMove

## FINANCIAL AGREEMENT (ERASMUS+)

- The Financial Agreement is signed shortly before the beginning of the exchange, **starting from August**
- Scholarship is calculated **by exact dates from the Acceptance Letter** or the Academic Calendar of the receiving university (550-674 EUR per 30 days)
- First part of the scholarship will be paid out within 45 days after signing the agreement. Scholarship payments are made on the last work day of the month.

## OLS LANGUAGE TESTS

**Online Language Level Assessment (OLS)** – mandatory language test, has to be completed before or in the beginning of exchange. Invitation will be sent to the e-mail after signing the Financial Agreement. Test will be in the language that the courses abroad will be held (mostly in English, possibility to take the local language test).

After completing the first test, there is a possibility to participate in the free online language course.

# INSURANCE

## **Exchange in Europe:**

- **European Health Insurance card** – entitles an Estonian insured persons to receive necessary medical care in the European Union member states, as well as in United Kingdom, Liechtenstein, Norway, Iceland and Switzerland on equal terms with the insured persons living in these countries;
- It is recommended to get an additional health and/or travel insurance for your stay abroad;
- Students on Academic Leave at one's own request are required to obtain additional health insurance, as university insurance has been suspended.
- Follow the host university's instructions regarding insurance (if any) before concluding additional insurance contracts.

## **Exchange outside of Europe:**

- Mandatory to get an health and/or travel insurance;
- Follow the instructions of the host university before concluding an insurance contract (possible insurance coverage options from the host).

# RESIDENCE PERMIT VISA REQUIREMENTS

## Exchange in Europe:

- **EU nationals going to EU universities:** Registration of residence - in some countries you may have to report your presence upon arrival. Exchange studies normally take longer than 3 months, you will be required to apply for a residence document confirming your right to live there.
- **Non-EU students going to EU universities:** Visa may be required. Please check with the receiving university or the closest consulate of the chosen country.

Follow host university instructions!

## Exchange outside of Europe:

Before traveling abroad, it is necessary to apply for a visa. After submitting your applications to the host university, the necessary paperwork to apply for a visa (invitation letter, etc.) is usually sent once you have been accepted.

- Estonian representations around the world
- Diplomatic list – representatives of other countries in Estonia

# EXCHANGE ON THE LAST SEMESTER: THESIS WRITING OR COURSEWORK

## **Thesis writing:**

Can be written during your exchange on your **final semester**, when it will be also defended in TalTech. Student must have **two supervisors**: one from TalTech (main) and one from the host University (co-supervisor)

## **Student must find a co-supervisor from the host university.**

- Co-supervisors confirmation is needed:
  - For Autumn semester, by **May 1**
  - For Spring semester, by **November 1**

## **Coursework:**

All courses has to be passed and transferred to TalTech before thesis defence.

## **Funding can be given:**

- Autumn semester until **December 15**
- for Spring semester until **May 15**

# ERASMUS+ SCHOLARSHIP (1)

## EU MEMBER STATES AND THIRD COUNTRIES ASSOCIATED TO THE PROGRAMME

- **674 EUR per 30 days** – Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden
- **606 EUR per 30 days** – Cyprus, Czech Republic, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain
- **550 EUR per 30 days** – Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey

There is an additional co-financing grant on behalf of the Estonian Government, **102\* EUR** (one time payment).

**NB! Double financing is not allowed.** If you receive another grant from the European Commission or the Estonian Government, please check with us if the scholarships goes in conflict with Erasmus+ or not

## ERASMUS+ SCHOLARSHIP (2)

### ADDITIONAL FUNDING AND NEED-BASED STUDY ALLOWANCE

#### **Erasmus+ fewer opportunity top-up**

Students who are entitled to additional scholarship of **250 euro top-up in a month** are as follows:

- recipient of Estonian [need-based study/special allowance](#)
- parent of minor child/children
- from foster care background
- with diminished work ability
- with health related special needs or chronic illness\*

Fill in the Declaration of Honor (request from the Mobility Centre) with supporting documents and send it to [mobility@taltech.ee](mailto:mobility@taltech.ee) for the following dates:

- exchange studies for autumn or full academic year - **15th of July**
- exchange studies for spring semester - **15th of November**

#### **\*Inclusion support**

In case the fewer opportunities students' monthly top-up will not cover all health related costs, you will have the right to also apply for inclusion support. This additional support grant is a contribution based on real costs.

## ERASMUS+ SCHOLARSHIP (3) TRAVEL SUPPORT

European Comissions [distance calculator](#)

Travel distance	In case of standard travel	In case of green travel
10-99 km	28 €	56 €
100-499 km	211 €	285 €
500-1999 km	309 €	417 €
2000-2999 km	395 €	535 €
3000-3999 km	580 €	785 €
4000-7999 km	1188 €	1188 €
8000 km või rohkem	1735 €	1735 €

Standard travel – up to 2 travel days (1+1) of additional individual support

Green travel – up to 6 travel days

Green travel options: train, bus, carpool

## CHANGING THE (ONLINE) LEARNING AGREEMENT

- **Within one month** from the beginning of exchange studies
- Confirm the changes with your Programme Director through Exchange Studies Plan in OIS, then update your OLA in SoleMove or regular Learning Agreement **During the Mobility** part.

## AT THE END OF EXCHANGE STUDIES


- **Certificate of Attendance**
- **Transcript of Records** – original document must be given to the Dean's Office for credit transfer
- **EU Survey** (Participant Report Form) – within one month after your return
- **Transfer Form** – can be downloaded from OIS after the credits have been transferred to TalTech

# SOLEMOVE: AFTER EXCHANGE TAB & DOCUMENTATION

## PLEASE ENCLOSE THESE DOCUMENTS TO YOUR EXCHANGE INFORMATION


### Letter of Acceptance \*

Confirmation from the host that the student has been accepted in their institution

 Choose file


### Proof of Insurance \*

Document stating that you are covered by insurance during your stay abroad

 Choose file

### Confirmation of Arrival \*


Proof of arrival signed by the host university

 Choose file

**Upon arrival**


### Certificate of Attendance \*

An official document that serves as proof for attending in exchange, signed and filled by the host

 Choose file


### Transcript of Records \*

Official Transcript of Records issued by the host university

 Choose file


### Transfer Form from OIS \*

Confirmation of transferring the passed courses to TalTech through APEL application


 Choose file

**Submit as soon as you have these documents**

### Learning Agreement: Before the Mobility

 Choose file

### Learning Agreement: During the Mobility

 Choose file

**Submit and fill in case host university doesn't use EWP (Erasmus Without Paper) or if you are using another programme for exchange besides Erasmus**

**Submit after your mobility, in the end of your exchange**

**2026/2027  
ERASMUS+ DOCUMENT CHECKLIST**

FORM NAME	OBTAIN FROM	RETURN TO	DEADLINE
<input checked="" type="checkbox"/> Application for exchange studies abroad	SoleMove	SoleMove	Follow updates on TalTech website
<input type="checkbox"/> Host university application documents	Host university	Host university	Check with host university
<input type="checkbox"/> Online Learning Agreement (OLA)	SoleMove	SoleMove	Before you leave for the exchange
<input type="checkbox"/> Exchange Studies Plan (välisõnningu plaan)	TalTech OIS	TalTech OIS	Before you leave for the exchange
<input type="checkbox"/> Financial Agreement (1. EU; 2. EST)	Mobility Centre	Mobility Centre	Before you leave for the exchange
<input type="checkbox"/> OLS Language Assessment	Link sent by email	Submitted electronically	Check the OLS email
<input type="checkbox"/> Confirmation of Arrival	<a href="https://taltech.ee/en/erasmus-studies">taltech.ee/en/erasmus-studies</a>	SoleMove	ASAP upon arrival
<input type="checkbox"/> Changes to Online Learning Agreement if necessary	SoleMove	SoleMove	Within one month of arrival
<input type="checkbox"/> Changes to Exchange Studies Plan if necessary	TalTech OIS	TalTech OIS	Within one month of arrival
<input type="checkbox"/> Certificate of Attendance If possible, dates should match with Financial Agreement	Coordinator at the host university	SoleMove	Within 30 days of the end of your exchange
<input type="checkbox"/> EU Survey Feedback form to be filled in and submitted electronically	Link sent by email	Submitted electronically	At the end of your exchange, within 30 days of being notified
<input type="checkbox"/> Transcript of Records	Host university	SoleMove, Dean's Office	At the end of your exchange or ASAP
<input type="checkbox"/> APEL application, transfer form (Ülekannete leht)	TalTech OIS	SoleMove	ASAP after the credit transfer

TalTechi Erasmus code:  
**EE TALLINN04**

Use **documents checklist** to stay on track with all the needed documents during your exchange.

Erasmus+ checklist:  
[taltech.ee/en/erasmus-studies](https://taltech.ee/en/erasmus-studies)

Studies by Bilateral Agreements:  
[taltech.ee/en/bilateral-agreements](https://taltech.ee/en/bilateral-agreements)

General information:  
[taltech.ee/en/studyabroad](https://taltech.ee/en/studyabroad)

Departmental Erasmus Coordinator in TalTech:

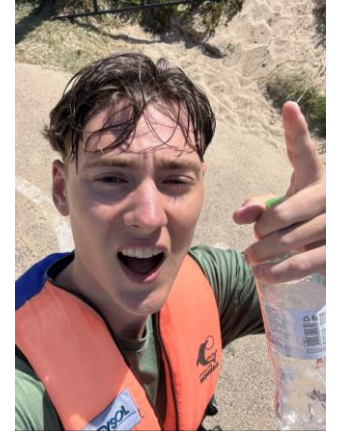
Programme Director in TalTech:

**Mobility Centre:**

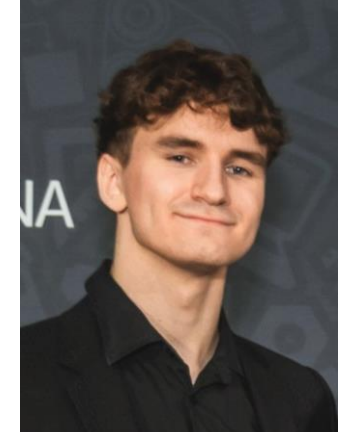
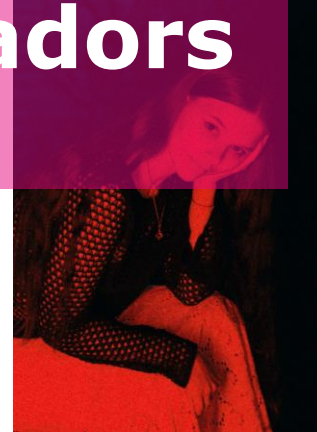
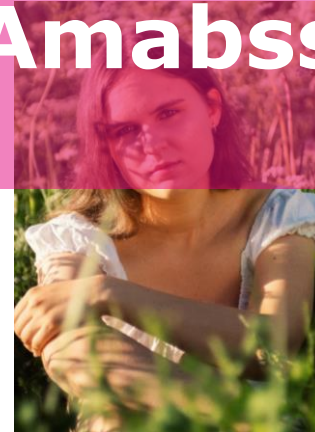
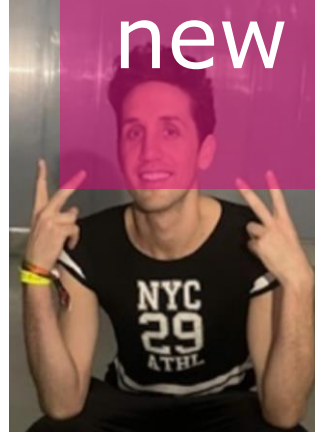
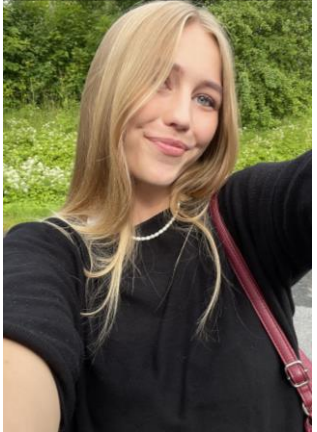
Email: [mobility@taltech.ee](mailto:mobility@taltech.ee)  
Room: U02-201  
Phone: +372 620 3549  
Address: Ehitajate tee 5, 19086 Tallinn, Estonia

Erasmus+ code: **EE TALLINN 04**

# 2025/2026 MOBILITY AMBASSADORS



Soon we will start to look for new **Mobility Amabssadors**



# CONTACTS AND IMPORTANT LINKS

**Mobility Centre** (Ehitajate tee 5, U02-201)  
- **Kerli Roosimaa**

[kerli.roosimaa@taltech.ee](mailto:kerli.roosimaa@taltech.ee),

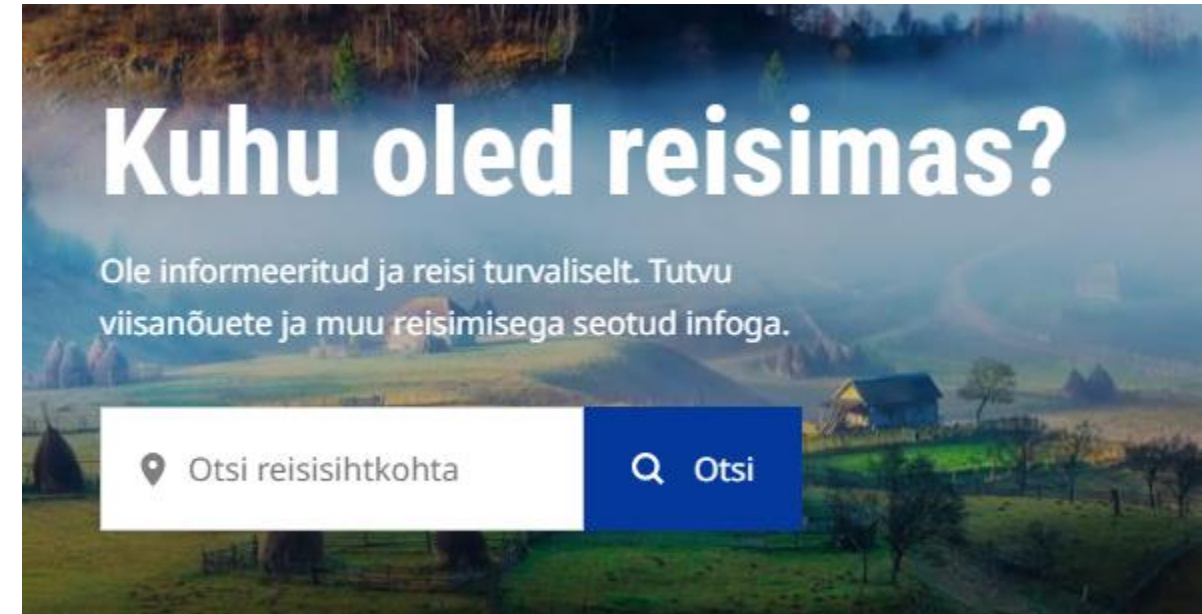
+372 620 3549

**Dean's Office** – TalTech deadlines, study loads ect

**Programme Director** (+thesis supervisor)  
– courses

**Exchange studies abroad:**

[taltech.ee/en/studyabroad](https://taltech.ee/en/studyabroad)



**Reisi targalt:** [reisitargalt.vm.ee](https://reisitargalt.vm.ee)

- [Estonian representations around the world](#)
- [Diplomatic list](#)



**THANK YOU!**  
**QUESTIONS?**  
**THOUGHTS?**