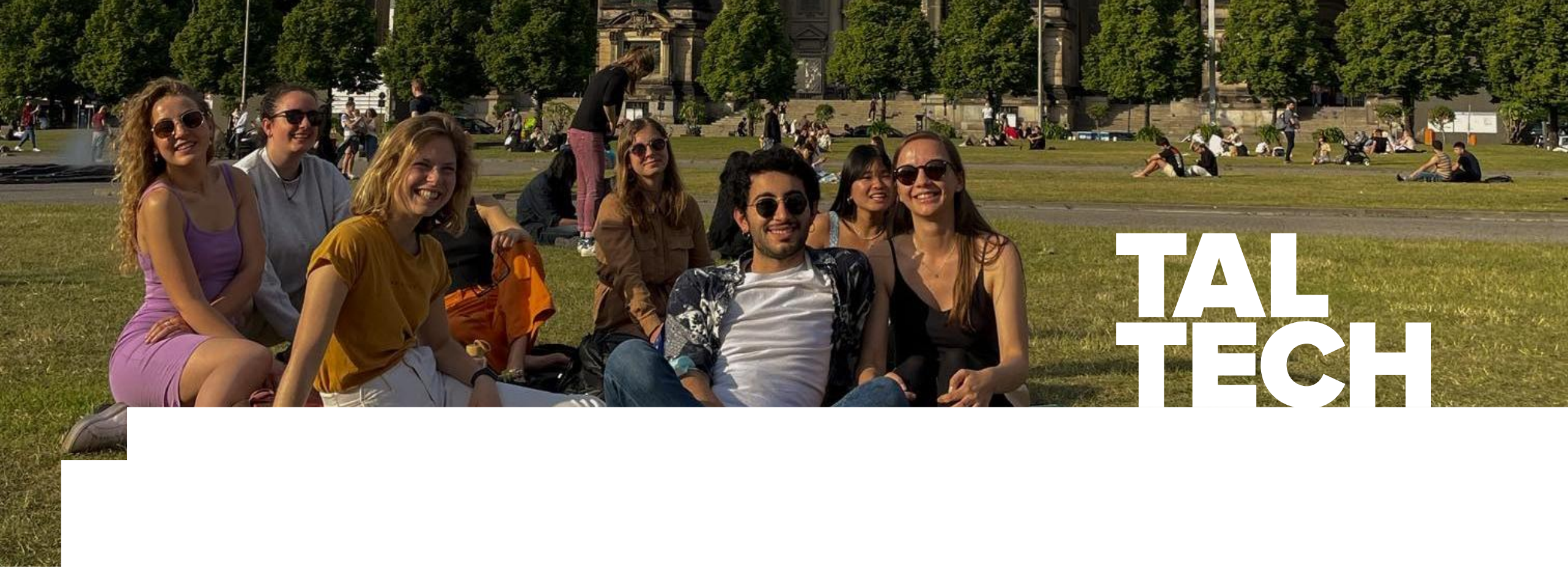


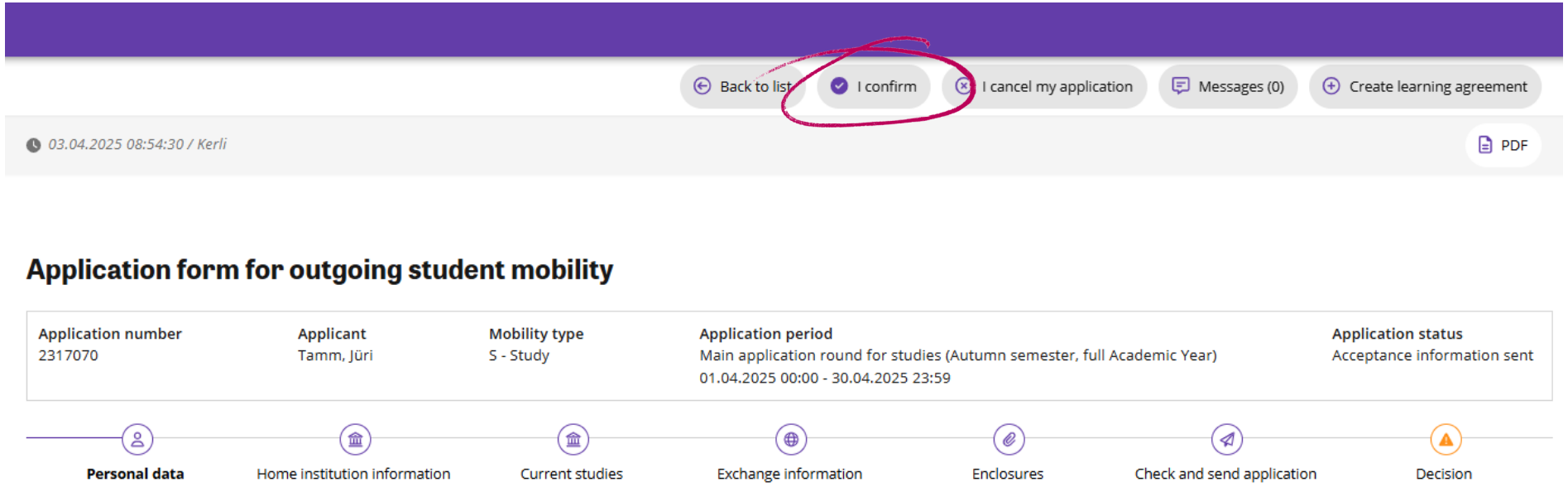
EXCHANGE STUDIES
PRACTICAL INFORMATION

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

20.10.2026

CONFIRMING APPLICATIONS & NOMINATIONS

Final decision confirmation on SoleMove:



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)**

TAL TECH

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!

TAL TECH

WHAT TO KEEP IN MIND

When choosing courses, pay attention to:

- **prerequisites** (if any);
- **language of instruction**;
- **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**".

TAL TECH

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 Brigite 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 *	Start entering...
name of the partner university in original language	
country	
academic year of exchange studies *	-- Select --
study programme manager	Juhan-Peep Ernits

Save Back

INSTRUCTIONS

TAL TECH

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!

TAL TECH

INSTRUCTIONS

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 ÕIS 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**

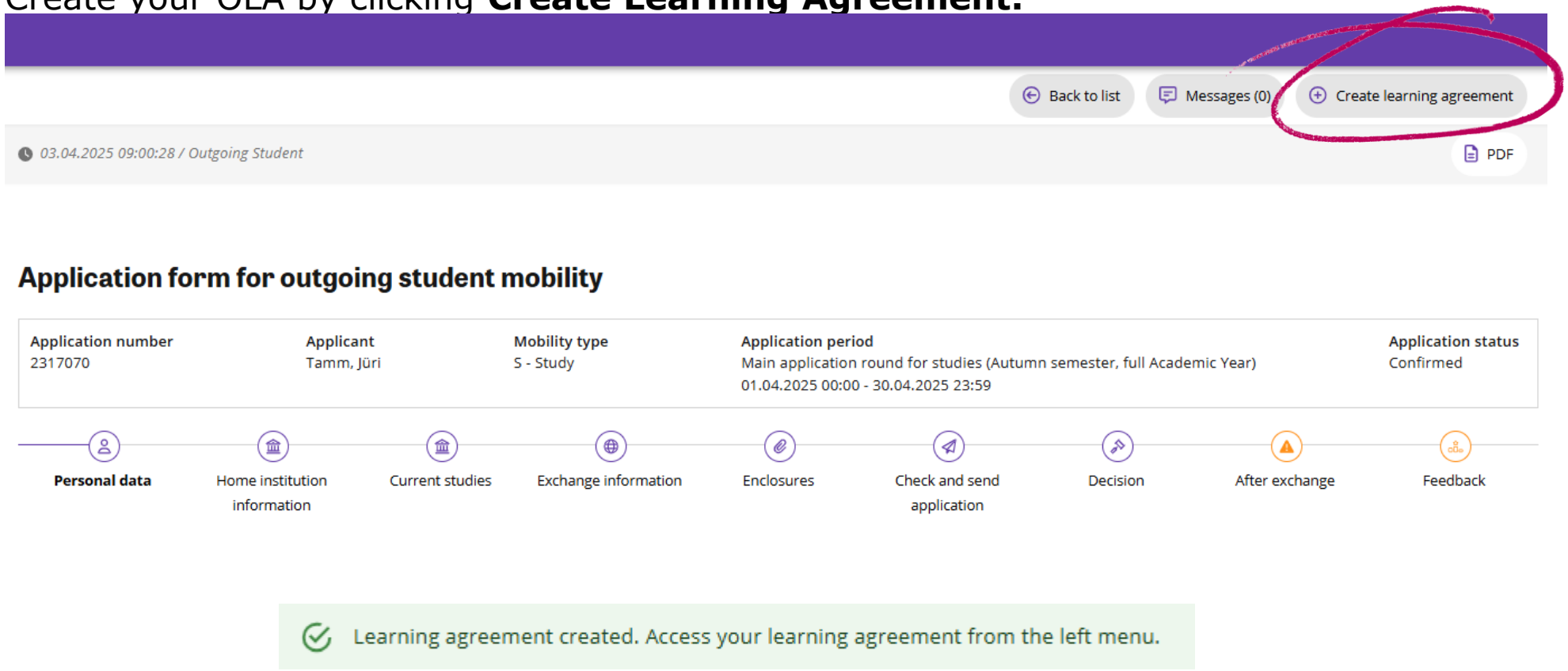
Erasmus+ templets: taltech.ee/en/erasmus-studies - Documentation

Studies outside EU: taltech.ee/en/bilateral-agreements - Exchange Documents

TAL TECH

CREATING AN OLA IN SOLEMOVE

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



TAL TECH

FILLING AN OLA IN SOLEMOVE

Good to know:

- **Responsible person at the sending institution** – Kerli Roosimaa (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**

TAL TECH

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
When there is no „component code“ you can add N/A

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

https://

Virtual components and recognition

~~Add new~~

Once you are ready with filling in your OLA, click **CONFIRM**

TAL TECH

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 acceptence 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 Acceptence Letter
- Confirmation of Acceptence via e-mail
- Signed (Online) Learning Agreement

The Acceptence 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

TAL TECH

FINANCIAL AGREEMENT (ERASMUS+)

- The Financial Agreement is signed shortly before the beginning of the exchange, **starting from December**
- 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 30 days after signing the agreement. Scholarship payments are made on the last work day of the month.

NB! University makes payments **once a month**, on the **last working day of the month**. Therefore, if you wish to receive funding within the specific month, all required documents, signatures, etc. must be submitted **no later than the 15th of that month.**

OLS LANGUAGE TESTS

Online Language Level Assessment (OLS) – (normally English) language tes before or in the beginning of exchange.

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

TAL TECH

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).

TAL TECH

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

TAL TECH

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**

TAL TECH

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, **72 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

TAL TECH

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) and send it to us 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

Additional Erasmus+ funding to help cover extra costs for students with fewer opportunities or specific needs. For example it can help cover extra costs related to your mobility, such as disability or health-related needs, special accommodation or travel arrangements ect. This additional support grant is a contribution based on real costs.

TAL TECH

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 individuaal support

Green travel – up to 6 travel days

Green travel options: train, bus, carpool

TAL TECH

HOW YOUR ERASMUS+ GRANT IS CALCULATED
LONG-TERM MOBILITY

HOW THE TOTAL ADDS UP

Living support
Monthly rate + eligible monthly top-ups (where eligible)*

+ Travel grant
One return-trip contribution based on one-way distance; travel type

+ Extra support
Eligible travel days (2-6 days, depending on travel type)
Approved inclusion costs

*Monthly top-ups: fewer opportunities 250 €, traineeship 150 €.

CALCULATION EXAMPLE

Technical University of Denmark, period 24.08.2026 – 31.01.2027 = 5 months and 7 days (157 days) + 2 travel days

(157 days + 2 travel days) x 674 € / 30 days = 3572 €

3572 € + 309 € = 3881 €

Monthly rate 674 €. Standard travel: 500–1999 km. No other support is added. In Erasmus+ calculation, 1 full month always equals 30 days.

PAYMENT SCHEDULE

70% before mobility
Example: 2717 €

30% after mobility
Example: 1164 €

TAL TECH

NB!

If the actual period of your stay is shortened, amendments to the Financial Agreement(s) will be made based on the **Certificate of Attendance** issued by the host university, and the total grant amount will be reduced accordingly.

The adjustment will be applied to the remaining 30% instalment.

If, during your studies abroad, you notice that your **mobility period will be extended** beyond the dates specified in your Financial Agreement, **inform the Mobility Centre as soon as possible, before the end of your mobility period**, so that we can make the necessary adjustments.

Additional funding for an extended mobility period cannot be granted after the mobility period has ended.

TAL TECH

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

TAL TECH

SOLEMOVE:
AFTER EXCHANGE TAB & DOCUMENTATION

PLEASE ENCLOSE THESE DOCUMENTS TO YOUR EXCHANGE INFORMATION

Letter of Acceptence *
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

Submit as soon as you have these documents

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 after your mobility, in the end of your exchange

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

TAL TECH

Co-funded by the European Union

2026/2027
ERASMUS+ DOCUMENT CHECKLIST

	FORM NAME	OBTAIN FROM	RETURN TO	DEADLINE
☒	Application for exchange studies abroad	SoleMove	SoleMove	Follow updates on TalTech website
☐	Host university **application documents**	Host university	Host university	Check with host university
☐	**Online Learning Agreement** (OLA)	SoleMove	SoleMove	Before you leave for the exchange
☐	**Exchange Studies Plan** (Välisõpingute plaan)	TalTech OIS	TalTech OIS	Before you leave for the exchange
☐	**Financial Agreement** (1. EU; 2. EST)	Mobility Centre	Mobility Centre	Before you leave for the exchange
☐	**OLS Language Assessment**	Link sent by email	Submitted electronically	Check the OLS email
☐	**Confirmation of Arrival**	taltech.ee/en/erasmus-studies	SoleMove	ASAP upon arrival
☐	**Changes to Online Learning Agreement** if necessary	SoleMove	SoleMove	Within one month of arrival
☐	**Changes to Exchange Studies Plan** if necessary	TalTech OIS	TalTech OIS	Within one month of arrival
☐	**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
☐	**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
☐	**Transcript of Records**	Host university	SoleMove, Dean's Office	At the end of your exchange or ASAP
☐	**APEL application, transfer form** (Ülekannete leht)	TalTech OIS	SoleMove	ASAP after the credit transfer

Departmental Erasmus Coordinator in TalTech:

.....

Programme Director in TalTech:

.....

Mobility Centre:
Email: mobility@taltech.ee
Room: U02-201
Phone: +372 620 3549
Address: Ehitajate tee 5, 19086 Tallinn, Estonia

Erasmus+ code: **EE TALLINN 04**

TAL TECH

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

Studies by Bilateral Agreements:
taltech.ee/en/bilateral-agreements

General information:
taltech.ee/en/studyabroad

MOBILITY AMBASSADORS

TABLE OF CONTENTS

- Artemij in Kufstein, Austria
- Ekke-Emil in Montevideo, Uruguay
- Eliisabeth in Vilnius, Lithuania
- Georg Hendrik in Madrid, Spain
- Hanna Liis in Prague, Czechia
- Jaanus in Zaragoza, Spain
- Janne Emilie in Prague, Czechia
- Kelly in Espoo, Finland
- Laura Brita in Rome, Italy
- Mari in Prague, Czechia
- Mark in Bologna, Italy
- Sirely in Kyoto, Japan
- Ambassador Alumni

Starting from 2023/2024 Academic year we initiated a pilot project, **TalTech Mobility Ambassadors**, in co

Now we have ambassadors also from **School of Business and Governance, School of Information Techn**

students are available for contact during their exchange and even after, providing valuable insights and a

Meet them here!

TAL TECH

CONTACTS AND IMPORTANT LINKS

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

kerli.roosimaa@taltech.ee,

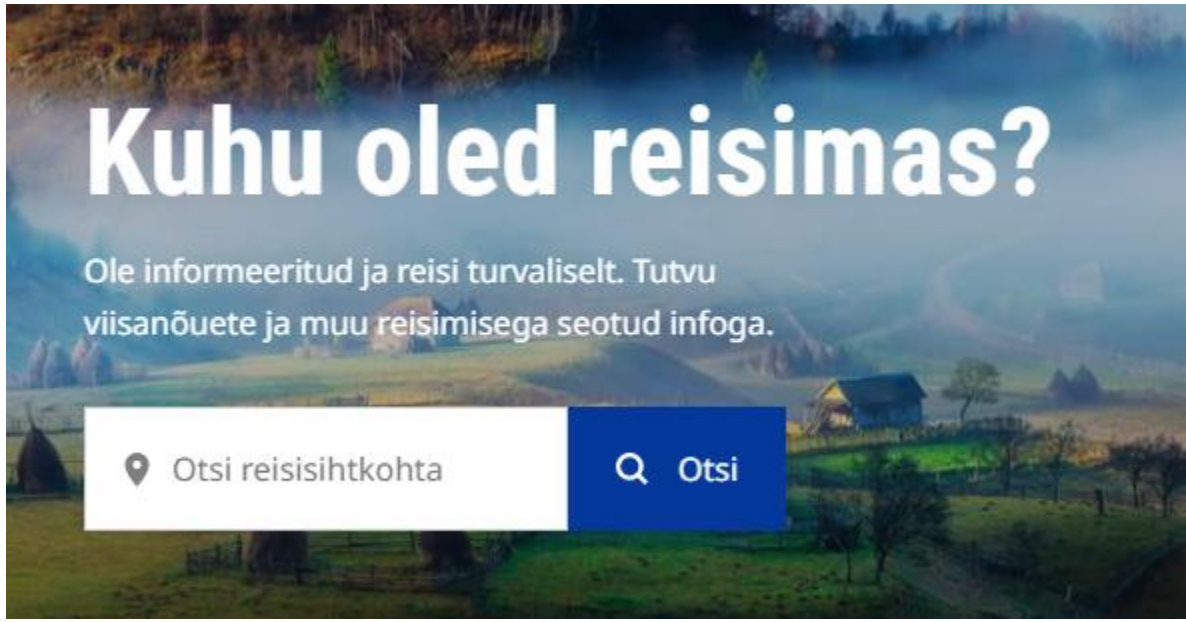
+372 620 3549

Dean's Office – TalTech deadlines, study loads ect

Programme Director (+thesis supervisor) – courses

Exchange studies abroad:

taltech.ee/en/studyabroad



Reisi targalt: reisitargalt.vm.ee

- Estonian representations around the world
- Diplomatic list

TAL TECH

THANK YOU!
QUESTIONS?
THOUGHTS?