



TALLINN UNIVERSITY

ANNEX TO THE *ERASMUS + INTER-INSTITUTIONAL AGREEMENT* with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Tallinn University
Erasmus code	EE TALLINN05
Institution website	http://www.tlu.ee
International Students webpage	http://www.tlu.ee/en
Information for incoming students	http://www.tlu.ee/en/studies/Exchange-Studies/Exchange-Students
Course catalogue	http://www.tlu.ee/en/studies/Exchange-Studies/Exchange-Courses

1.2 Main contacts

Institutional Coordinator	Ms. Maarja Liht
Contact details	Address: Narva mnt 25, 10120 Tallinn, ESTONIA Phone: +3726409136 Email: Erasmus@tlu.ee

Other useful contacts	
Department coordinator	Ms Heidi Paju, Head of Academic Affairs Institute of Educational Sciences Address: Narva mnt 25, 10120 Tallinn, Estonia Phone: +3726199703 Email: education@tlu.ee

International Student Advisor	Ms. Silva Viilup Address: Narva mnt. 25, 10120 Tallinn, ESTONIA Phone: +3726409217 Email: exchange@tlu.ee
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2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
Teacher training, education	English	BA students – B1, Ma, PhD students B2	Student Mobility for Studies
Teacher training, education	English	B2	Staff Mobility for Teaching

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

4. Calendar

4.1 Applications/information on nominated students must reach Tallinn University by:

Autumn term	1 st of June
Spring term	1 st of November

4.2 Decision

The receiving institution will send its decision within 4 until 7 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished at Tallinn University.

5. Information

5.1 Grading system of the Institution

Website: <http://www.tlu.ee/en/studies/Student-Gateway/Study-Info/Grading>

Other information

5.2 Visa

Tallinn University will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact details	Silva Viilup, International Student Advisor, exchange@tlu.ee , +372 6409 217
Website	http://www.tlu.ee/en/studies/Practical-Information/Residence-Permit-for-Non-EUEEA-Citizens

5.3 Insurance

Tallinn University will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Silva Viilup, International Student Advisor, exchange@tlu.ee, +372 6409 217, website: <http://www.tlu.ee/en/studies/Practical-Information/Health-Care>

5.4 Housing

Tallinn University will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

Contact details	Silva Viilup, International Student Advisor, exchange@tlu.ee , +372 6409 217
Website	http://www.tlu.ee/en/studies/Practical-Information/Accommodation