



**Annex to Erasmus+ Inter-Institutional Agreement between
programme countries**

Institutional Factsheet

1. Institutional Information

1. 1. Institutional details

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| Name of the institution | University of Tartu (UT) / Tartu Ülikool |
| Erasmus code | EE TARTU02 |
| Address | Study Abroad Centre Ülikooli 18, 50090 Tartu, Estonia |
| Institutional webpage | http://www.ut.ee/en/ |
| Application information | http://www.ut.ee/en/prospective-students/exchange-students |
| Online course catalogue | http://www.ut.ee/en/courses-taught-english |

1. 2. Main Contacts

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|------------------------|--|
| Contact person | Ms Jaanika Haljasmäe |
| Responsibility | - outgoing Erasmus students for studies |
| Contact details | Tel: +372 737 5151 E-mail: erasmus@ut.ee |

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|------------------------|--|
| Contact person | Ms Annika Kalda |
| Responsibility | - incoming Erasmus students for studies |
| Contact details | Tel: +372 737 6085 E-mail: erasmusin@ut.ee |

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|------------------------|--|
| Contact person | Ms Piret Saluveer |
| Responsibility | - incoming and outgoing Erasmus students for traineeship |
| Contact details | Tel: +372 737 6019 E-mail: Piret.Saluveer@ut.ee |

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| Contact person | Ms Karoliina Viilmaa-Pennarun (Rector's Strategy Office) |
| Responsibility | - incoming Erasmus teaching staff |
| Contact details | Tel: +372 737 6164 E-mail: karoliina.v.pennarun@ut.ee |

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|------------------------|--|
| Contact person | Ms Anneli Miljan (Personnel Office) |
| Responsibility | - outgoing Erasmus staff training - outgoing Erasmus teaching staff |
| Contact details | Tel: +372 737 5192 E-mail: anneli.miljan@ut.ee |

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|------------------------|--|
| Contact person | Ms Annika Konsap (Institute of Education) |
| Responsibility | - Departmental Erasmus coordinator |
| Contact details | Tel: +372 737 5192 E-mail: anneli.miljan@ut.ee |



2. Detailed requirements and additional information

2.1. Recommended language skill

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Type of mobility | Subject area | Language(s) of instruction | Recommended language of instruction level according to CEFR |
|------------------------------|--------------|----------------------------|---|
| Student Mobility for Studies | Any | English | B2* |
| Staff Mobility for Teaching | Any | English | B2 |

* English B2 level according to CEFR is required.

2.2. Additional requirements

UT incoming students

UT incoming students are expected to participate in the orientation course prior beginning of the respective semester. More information about the course content can be found at: <https://sisu.ut.ee/gettingstarted/orientation-course>.

Students need to register for the regular courses within the first two weeks of the semester. Course registration is better described at: <http://www.ut.ee/en/organisation-study>. Exchange students are required to complete at least **15 ECTS per semester**.

UT incoming staff

Incoming academic staff is kindly requested to fill in the registration form after their arrival to Tartu. The form can be found at <http://www.ut.ee/en/international/international-partners/erasmus-partners>, and should be sent via email to:

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|------------------------|---|
| Contact person | Ms Karoliina Vilimaa-Pennarun |
| Responsibility | - incoming Erasmus teaching staff |
| Contact details | Tel: +372 737 6164 E- mail: karoliina.v.pennarun@ut.ee |

UT students and staff with disabilities

UT's infrastructure for people with disabilities is described at <http://www.ut.ee/en/studies/practical/students-with-special-needs>. However, it is of utmost importance that prior hosting students and staff with disabilities, UT personnel in charge would be well informed of all the relevant necessities.

2.3. Calendar

Nomination periods:

Autumn semester and full academic year: until the end of March

Spring semester: until the middle of October



Applications must reach the receiving institution by:

| | |
|--------------------|---------------|
| Autumn term | April 15 ** |
| Spring term | November 1 ** |

** Please note that applicants are required to process the documents electronically only:

Upload all the documents listed on <http://www.ut.ee/en/prospective-students/exchange-students> to the Dream Apply application system (<https://incoming.ut.ee/>).

2.3.1. Decision Response

UT will send its decision within 5 weeks after the application deadline.

2.3.2. Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. Transcripts are issued only upon students' requests and not issued automatically.

2.3.3. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

2.4. Additional Information

2.4.1. Grading system

<http://www.ut.ee/en/studies/study-regulations/credits>

2.4.2. Visa

The sending and receiving institutions 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:

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|------------------------|---|
| Contact person | Ms Annika Kalda |
| Responsibility | Incoming Erasmus students for studies |
| Contact details | Tel: +372 737 6085 E- mail: erasmusin@ut.ee |
| Website | https://www.ut.ee/en/welcome/eunon-eu-visas-and-residency |

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|------------------------|---|
| Contact person | Ms Karoliina Vilimaa-Pennarun |
| Responsibility | - incoming Erasmus teaching staff |
| Contact details | Tel: +372 737 6164 E- mail: karoliina.v.pennarun@ut.ee |
| Website | http://www.ut.ee/en/welcome/staff-checklist |



2.4.3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving 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:

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|------------------------|---|
| Contact person | Ms Annika Kalda |
| Responsibility | Incoming Erasmus students for studies |
| Contact details | Tel: +372 737 6085 E- mail: erasmusin@ut.ee |
| Website | http://www.ut.ee/en/welcome/health-insurance-0 |

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|------------------------|---|
| Contact person | Ms Karoliina Vilimaa-Pennarun |
| Responsibility | - incoming Erasmus teaching staff |
| Contact details | Tel: +372 737 6164 E- mail: karoliina.v.pennarun@ut.ee |
| Website | http://www.ut.ee/en/welcome/staff-checklist |

2.4.4. Housing

The receiving institution 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 persons and information sources:

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|------------------------|---|
| Contact person | Ms Annika Kalda |
| Responsibility | Incoming Erasmus students for studies |
| Contact details | Tel: +372 737 6085 E- mail: erasmusin@ut.ee |
| Website | http://www.ut.ee/en/welcome/housing |

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|------------------------|---|
| Contact person | Ms Karoliina Vilimaa-Pennarun |
| Responsibility | - incoming Erasmus teaching staff |
| Contact details | Tel: +372 737 6164 E- mail: karoliina.v.pennarun@ut.ee |
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