

ADOPTED
by EAVA Council
Resolution from 31/08/2018
(Minutes No 1-4/25)

Amendments confirmed
by EAVA Council
Resolution from 31/08/2019
(Minutes 1-4/30)

Estonian Aviation Academy Procedure for the Management of Erasmus+ Learning Mobility Programme

1. Participation in the Erasmus+ Learning Mobility Programme

- 1.1. Participation of the Estonian Aviation Academy (hereinafter *the Academy*) in the Erasmus+ Learning Mobility Programme (hereinafter *the Erasmus+ Programme*) is regulated by the Erasmus Charter for Higher Education awarded to the Academy and a Higher Education Institution Grant Agreement concluded between the Academy and the Archimedes Foundation for each academic year.
- 1.2. The learning mobility activities of the Academy include studies abroad, traineeships abroad and assignments abroad for the purpose of carrying out teaching activities and undergoing training.
- 1.3. The current procedure regulates the participation of students, foreign visiting students, recent graduates, lecturers and staff of the Academy in the Erasmus+ Programme as well as coordination of the respective process.

2. Erasmus+ Programme countries and Inter-institutional Agreements with foreign higher education institutions

- 2.1. The Academy has the right to conduct learning mobility activities within the framework of the Erasmus+ Programme with Programme Countries and Partner Country organisations.
- 2.2. Learning mobility activities of studying for students, assignments of teaching abroad for lecturers and exchange studies activities for foreign visiting students are conducted on the basis of Erasmus+ Programme Inter-institutional agreements (hereinafter *the Agreements*) concluded between the Academy and respective foreign higher education institutions.
- 2.3. Learning mobility activities conducted between the Academy and Non-Programme Countries or Non-Partner Country organisations are regulated by acts separate to the Erasmus+ Programme (by respective Inter-institutional agreements, directives, decisions and other relevant documents).
- 2.4. Preparation, concluding and management of Agreements is coordinated by the specialist for international cooperation of the Academy (hereinafter *the Specialist*).
- 2.5. Agreements are signed by the Rector of the Academy or the Specialist based on a directive by the Rector.
- 2.6. The Erasmus+ Programme does not obligate participating institutions to exchange original documents but also accepts copies (documents sent via e-mail).

3. **Committee for the Allocation of Scholarships for the Erasmus+ Learning Mobility Programme**

- 3.1. The Committee for the Allocation of Scholarships for the Erasmus+ Learning Mobility Programme (hereinafter *the Committee*) is responsible for the following activities:
- 3.2. Deciding on awarding Erasmus+ Programme grants (hereinafter *the Grants*) to lecturers and staff;
 - 3.2.1. Deciding on partial or total recovery of Grants in special cases;
 - 3.2.2. Deciding on other ongoing issues related to the Erasmus+ Programme, if necessary.
- 3.3. The composition of the Committee is updated as needed based on a directive by the Rector.
- 3.4. The work of the Committee is directed and its decisions are approved by the Vice Rector for Studies.

4. **Study abroad for students**

- 4.1. Each spring semester, the Specialist shall announce an Erasmus+ Grant competition during which students can apply for the position of exchange students for the autumn and spring semester of the upcoming academic year at foreign higher education institutions the Academy has concluded an Agreement with.
- 4.2. If any Grants are left unallocated, an additional competition shall be held during the autumn semester.
- 4.3. Application deadlines of the competition and the additional competition shall be published on the website of the Academy.
- 4.4. Applicants are required to be matriculated at a degree study of the Academy and have completed the first year of their higher education degree by the start of the study abroad.
- 4.5. Erasmus+ Programme study abroad can last a **minimum of 3 months** to a **maximum of 12 months** and students are allowed to study at foreign higher education institutions from 1 June to 30 September of the following year, unless otherwise agreed upon.
- 4.6. The applying student shall submit to the Specialist by the application deadline application documents consisting of a *pro-forma* application and a motivation letter. Application documents shall be submitted by the specified deadline in a single original. Application documents submitted past the specified deadline shall not qualify for the competition, unless otherwise agreed upon.
- 4.7. The Specialist shall hold interviews with students applying for study abroad Grants within 14 days of the application deadline; the interviews shall include the student, the Specialist and the head of the department of the student.
- 4.8. A decision regarding approving the application of and allocating a Grant to the student shall be made by the Specialist and the head of the department of the student.
- 4.9. The Specialist shall inform the applicant of the competition results, forward information to the foreign higher education institution regarding the arrival of the student and ascertain the application requirements of the respective foreign higher education institution.
- 4.10. The student shall compile their application documents for the foreign higher education institution together with the Specialist and an employee from the department of the student shall also participate in the drawing up of a Learning Agreement for Studies. Subject selection specified in the Learning Agreement for Studies shall be approved by the Specialist.

- 4.11. Once the application documents have been submitted to the foreign higher education institution, the respective institution shall issue an Acceptance Letter and approve the Learning Agreement for Studies that shall serve as a prerequisite for carrying out a language assessment (see clause 10).
- 4.12. Prior to the study abroad, the student and the Rector of the Academy shall conclude an Erasmus+ grant agreement (hereinafter *the Grant Agreement*). The Specialist shall compile a proposal for the Rector for compiling a directive on the study abroad of and allocation of the Grant to the student. The Grant Agreement and the directive shall serve as a basis for allocating the Grant. Grant payment terms and conditions shall be specified in the Grant Agreement.
- 4.13. Any changes to the initial Grant Agreement (including learning mobility period, Grant sum, etc.) shall be agreed on in an additional agreement.
- 4.14. Changes to the Learning Agreement for Studies can be applied for within five weeks from the start of the semester. The student shall notify the Specialist of any changes immediately and draw up the Changes to the Learning Agreement for Studies with a representative of the foreign higher education institution. The student, the representative of the foreign higher education institution and the Specialist shall conclude the Changes to the Learning Agreement for Studies within two weeks of the student applying for the changes.
- 4.15. Obligation to fulfil curriculum does not apply during exchange semester and semester that follows exchange semester on the assumption that the Academy recognizes at least 15 ECTS credits of exchange studies per exchange semester. The nominal length of curriculum shall be extended by semester the student studies abroad and during what the studies are recognized by the Academy to the extent at least 15 ECTS credits. (*Valid from 01.09.2019*)
- 4.16. If the courses taken are equal to less than the extent of 15 ECTS, the Committee shall form a decision on recovery of the Grant.
- 4.17. The student shall submit to the Specialist the following documents within one month of the completion of the study abroad:
- Formal Confirmation Letter by the foreign higher education institution certifying the participation of the student in study activities during the period specified in the Learning Agreement for Studies and the Grant Agreement;
 - Transcript of Records from the higher education institution specifying the study results of the student.
- 4.18. In addition to the Confirmation Letter and the Transcript of Records, the student shall submit a report of studies via EU-Survey within one month after the end of study abroad period. The respective link shall be forwarded to the e-mail address of the student.
- 4.19. The study abroad results shall be specified on the diploma supplement of the student.
- 4.20. The student shall submit the application for the transfer of credits together with the Confirmation Letter and the Transcript of Records in study information system (SIS) of the Academy. The results shall be registered in the SIS based on the application for the transfer of credits and the Transcript of Records. In case not submitting according application, the results shall be confirmed by Study Department directly as free subjects. The results shall be assessed based on a non-differentiated assessment system.

4.21. In case of absence of documents verifying the study abroad, their incomplete submission or the student not adhering to any other requirements specified in the Grant Agreement, the Academy shall have the right to partially or fully reclaim the Grant. The respective decision shall be made by the Committee.

5. Traineeship abroad for students

- 5.1. Students applying for a traineeship abroad can submit applications year-round, unless otherwise agreed upon.
- 5.2. Students applying for a traineeship abroad shall find their own receiving organisation.
- 5.3. Applicants are required to be matriculated at a degree study of the Academy and are allowed to participate at traineeships abroad also during the first year of their higher education degree.
- 5.4. Traineeships abroad can last from a **minimum of 2 months** to a **maximum of 12 months** and students are allowed to attend traineeships abroad from 1 June to 30 September of the following year, unless otherwise agreed upon.
- 5.5. The applying student shall submit to the Specialist Grant application documents consisting of a *pro-forma* application, a motivation letter (including description of planned traineeship tasks) and an initial confirmation by the receiving organisation at least 2 months prior to the planned start of the traineeship abroad, unless otherwise agreed upon.
- 5.6. The Specialist shall hold interviews with the student applying for a traineeship abroad Grant after the submission of application documents; the interviews shall include the student, the Specialist and the head of the department of the student.
- 5.7. A decision regarding approving the application of and allocating a Grant to the student shall be made by the Specialist and the head of the department of the student.
- 5.8. Before the start of the traineeship abroad, a Learning Agreement for Traineeships shall be compiled between the student, the Academy and the receiving organisation and shall be signed by the student, the Specialist and a representative of the receiving organisation. After signing the Learning Agreement for Traineeships, the student shall carry out a mandatory language assessment (see clause 10).
- 5.9. During the traineeship abroad, the student shall regularly update their Internship Records that shall be approved by a representative of the receiving organisation at the completion of the traineeship.
- 5.10. Changes to the Learning Agreement for Traineeships can be applied for within five weeks from the start of the traineeship. The student shall notify the Specialist of any changes immediately and draw up the Changes to the Learning Agreement for Traineeships with a representative of the receiving organisation. The student, the representative of the receiving organisation and the Specialist shall conclude the Changes to the Learning Agreement for Traineeships within two weeks of the student applying for the changes.
- 5.11. Prior to the traineeship abroad, the student and the Rector of the Academy shall conclude a Grant Agreement. The Specialist shall compile a proposal for the Rector for compiling a directive on the traineeship abroad of and allocation of the Grant to the student. The Grant Agreement and the directive shall serve as a basis for allocating the Grant. Grant payment terms and conditions shall be specified in the Grant Agreement.
- 5.12. Any changes to the initial Grant Agreement (including learning mobility period, Grant sum, etc.) shall be agreed on in an additional agreement.

- 5.13. Obligation to fulfil curriculum does not apply during exchange semester and semester that follows exchange semester on the assumption that the Academy recognizes at least 15 ECTS credits of exchange studies per exchange semester. The nominal length of curriculum shall be extended by semester the student studies abroad and during what the studies are recognized by the Academy to the extent at least 15 ECTS credits. (*Valid from 01.09.2019*)
- 5.14. If the courses taken are equal to less than the extent of 15 ECTS, the Committee shall form a decision on recovery of the Grant.
- 5.15. The student shall submit to the Specialist the following documents within one month of the completion of the traineeship abroad:
- Formal Confirmation Letter by the receiving organisation certifying the traineeship of the student at the receiving organisation during the period specified in the Learning Agreement for Traineeships and the Grant Agreement;
 - Work Plan approved by a representative of the receiving organisation.
- 5.16. In addition to the Confirmation Letter and the work plan, the student shall submit a report of traineeship via EU-Survey within one month after the end of study abroad period. The respective link shall be forwarded to the e-mail address of the student.
- 5.17. Traineeship abroad results shall be specified on the diploma supplement of the student.
- 5.18. The student shall submit the application for the transfer of credits together with the Confirmation Letter and the approved Work Plan in SIS. The results shall be registered in the SIS based on the application for the transfer of credits, Work Plan approved by a representative of the receiving organisation and requirements of the department. In case not submitting according application, the results shall be confirmed by Study Department directly as free subjects.
- 5.19. In case of absence of documents verifying the traineeship abroad, their incorrect submission or the student not adhering to any other requirements specified in the Grant Agreement, the Academy shall have the right to partially or fully reclaim the Grant. The respective decision shall be made by the Committee.

6. Traineeship abroad for recent graduates

- 6.1. Students shall submit to the Specialist a pro-forma application for a traineeship abroad for recent graduates and a Grant prior to the completion of their higher education studies.
- 6.2. Traineeship abroad for recent graduates is not available to students who will continue their studies at the next level of study.
- 6.3. The traineeship abroad can last from a minimum of 2 months to a maximum of 12 months and the recent graduate is required to return from the traineeship abroad at the latest within 12 months from graduating.
- 6.4. The traineeship abroad shall be considered as part of the level of study the recent graduate graduated.
- 6.5. A decision regarding approving the application of and allocating a Grant to the recent graduate shall be made by the Specialist based on the Erasmus+ Programme budgetary resources.
- 6.6. Before the start of the traineeship abroad, a Learning Agreement for Traineeships shall be compiled between the recent graduate, the Academy and the receiving organisation and shall be signed by the recent graduate, the Specialist and a representative of

the receiving organisation. After signing the Learning Agreement for Traineeships, the recent graduate shall carry out a mandatory language assessment (see clause 10).

- 6.7. Changes to the Learning Agreement for Traineeships can be applied for within five weeks from the start of the traineeship. The recent graduate shall notify the Specialist of any changes immediately and draw up the Changes to the Learning Agreement for Traineeships with a representative of the receiving organisation. The recent graduate, the representative of the receiving organisation and the Specialist shall conclude the Changes to the Learning Agreement for Traineeships within two weeks of the recent graduate applying for the changes.
 - 6.8. Prior to the traineeship abroad, the recent graduate and the Rector of the Academy shall conclude a Grant Agreement. The Specialist shall compile a proposal for the Rector for compiling a directive on the traineeship abroad of and allocation of the Grant to the recent graduate. The Grant Agreement and the directive shall serve as a basis for allocating the Grant. Grant payment terms and conditions shall be specified in the Grant Agreement.
 - 6.9. Any changes to the initial Grant Agreement (including learning mobility period, Grant sum, etc.) shall be agreed on in an additional agreement.
 - 6.10. The recent graduate shall keep records of work tasks in Internship Records during the traineeships. Internship Records shall be confirmed by the representative of the receiving organisation at the end of the traineeship abroad.
 - 6.11. The recent graduate shall be required to carry out the traineeship abroad to the extent of 15 ECTS (1 credit point equals 26 hours of work). If the traineeship is equal to less than the extent of 15 ECTS, the Committee shall form a decision on recovery of the Grant.
 - 6.12. The recent graduate shall submit to the Specialist the following documents within one month of the completion of the traineeship abroad:
 - Formal Confirmation Letter by the receiving organisation certifying the traineeship of the recent graduate at the receiving organisation during the period specified in the Learning Agreement for Traineeships and the Grant Agreement;
 - Internship Records approved by a representative of the receiving organisation.
 - 6.13. In addition to the Confirmation Letter and the Internship Records, the recent graduate shall submit a report of traineeship via EU-Survey within one month after the end of study abroad period. The respective link shall be forwarded to the e-mail address of the recent graduate.
 - 6.14. In case of absence of documents verifying the traineeship abroad, their incorrect submission or the recent graduate not adhering to any other requirements specified in the Grant Agreement, the Academy shall have the right to partially or fully reclaim the Grant. The respective decision shall be made by the Committee.
- 7. Assignments abroad for the purpose of carrying out teaching activities**
- 7.1. Before the start of each academic year, the Specialist shall forward a notice via information channels of the Academy regarding Grants for assignments abroad for the purpose of carrying out teaching activities.
 - 7.2. A person participating in the Erasmus+ Programme and wanting to carry out teaching activities at a foreign higher education institution in the name of the Academy (hereinafter *the Lecturer*) is required to have a contractual employment relationship

with the Academy (employment contract or authorisation agreement). The Lecturer shall submit to the Specialist a free text application for receiving a Grant.

- 7.3. If the number of persons applying for a Grant exceeds the amount allocated to the Academy with the Higher Education Institution Grant Agreement, the following Lecturer shall be preferred:
- Lecturer whose lectures have been fully integrated into the regular study activities of the foreign higher education institution (e.g. the Lecturer covers a specific part of a mandatory subject of the respective higher education institution);
 - Lecturer who shall be working on compiling new material either for or as a result of the assignment abroad;
 - Lecturer who shall carry out additional tasks at the foreign higher education institution in addition to teaching activities (e.g. making new contacts, launching projects, counselling students, etc.);
 - Lecturer who shall participate in their first assignment abroad for the purpose of carrying out teaching activities.
- 7.4. Assignments abroad for the purpose of carrying out teaching activities shall also include guest lectures by experts invited to the Academy from Programme Countries and Partner Countries. Organising assignments for foreign experts shall be based on the internal regulations of the Academy and the current procedure.
- 7.5. A decision on receiving a Grant shall be made by the Committee.
- 7.6. An assignment abroad can last from a **minimum of 2 days** (excluding travel days) to a **maximum of 2 months**. The lecturer is required to carry out teaching activities at least in the **volume of 8 hours** per a minimum of 2 days or 1 week (7 days with 5 working days) for longer assignments abroad. Thus, the recommended duration of an assignment is at least 4 days.
- 7.7. Prior to the assignment abroad, the Lecturer shall:
- Compile a Mobility Agreement – Staff Mobility for Teaching in the specified format that shall be coordinated with the Academy and the foreign higher education institution. This shall include, inter alia: aim, plan and expected results of the teaching activities;
 - Submit an assignment application based on the internal regulations of the Academy that shall be approved by the Rector. The Lecturer and the Rector shall then conclude a Grant Agreement.
- 7.8. The Grant consists of individual and travel support and the specific sum of the Grant shall be calculated based on the travel distance, duration and destination country of the assignment abroad. Reasonable costs exceeding the Grant sum shall be compensated for by the structural unit of the Lecturer.
- 7.9. The Academy shall compensate for costs related to the assignment abroad based on an expense report and expense receipts. As a rule, expenses related to assignments abroad shall include transportation costs to and from the destination, travel insurance, local transportation, accommodation and *per diem* expenses.
- 7.10. After the completion of the assignment abroad and within 1 month, the Lecturer shall:
- Submit to the Specialist a confirmation on carrying out teaching activities at the foreign higher education institution;
 - Submit an expense report and expense receipts based on the internal regulations of the Academy;

- Submit a report on assignment via EU-Survey. The respective link shall be forwarded to the e-mail address of the Lecturer.

7.11. In case of absence of documents verifying the assignment abroad or their incomplete submission, the Academy shall have the right to partially or fully reclaim the Grant. The respective decision shall be made by the Committee.

8. Assignments abroad for the purpose of undergoing training

8.1. Before the start of each academic year, the Specialist shall forward a notice via information channels of the Academy regarding Grants for assignments abroad for the purpose of undergoing training.

8.2. A person participating in the Erasmus+ Programme and wanting to undergo training abroad (hereinafter *the Employee*) is required to have a contractual employment relationship with the Academy (employment contract or authorisation agreement). The Employee shall submit to the Specialist a free text application for receiving a Grant.

8.3. If the number of persons applying for a Grant exceeds the amount allocated to the Academy with the Higher Education Institution Grant Agreement, the Academy shall prefer an Employee whose training will support the participation of the Academy in international cooperation programmes and the internationalisation of the Academy in general.

8.4. A decision on receiving a Grant shall be made by the Committee.

8.5. A training abroad can last from a **minimum of 2 days** (excluding travel days) to a **maximum of 2 months**.

8.6. Prior to the assignment abroad, the Employee shall:

- Compile a Mobility Agreement – Staff Mobility for Training in the specified format that shall be coordinated with the Academy and the foreign organisation. This shall include, inter alia: aim, goals and expected results of the training and plan of the training period;
- Submit an assignment application based on the internal regulations of the Academy that shall be approved by the Rector. The Lecturer and the Rector shall then conclude a Grant Agreement.

8.7. The Grant consists of individual and travel support and the specific sum of the Grant shall be calculated based on the travel distance, duration and destination country of the assignment abroad. Reasonable costs exceeding the Grant sum shall be compensated for by the structural unit of the Employee.

8.8. The Academy shall compensate for costs related to the assignment abroad based on an expense report. As a rule, expenses related to assignments abroad shall include transportation costs to and from the destination, travel insurance, local transportation, accommodation, training and *per diem* expenses.

8.9. After the completion of the assignment abroad and within 1 month, the Employee shall:

- Submit to the Specialist within 1 month a confirmation on undergoing training;
- Submit an expense report based on the internal regulations of the Academy;
- Submit a report on assignment via EU-Survey. The respective link shall be forwarded to the e-mail address of the Employee.

8.10. In case of absence of documents verifying the training abroad or their incomplete submission, the Academy shall have the right to partially or fully reclaim the Grant. The respective decision shall be made by the Committee.

9. Erasmus+ Programme Grants

- 9.1. Grant rates of the Erasmus+ Learning Mobility of the European Commission for students and recent graduates shall be approved for different destination country groups by a directive by the Rector prior to the start of each academic year based on the programme requirements on minimum and maximum rates. The Grant rates shall be published on the webpage of the Academy at the latest prior to the conclusion of Grant Agreements.
- 9.2. Grant rates for lecturer and staff assignments abroad shall be approved by the Ministry of Education and Research. Maximum Grant rates for learning mobility shall be approved by the Academy by a directive by the Rector prior to the start of each academic year. Maximum Grant rates shall be published on the webpage of the Academy at the latest prior to the conclusion of Grant Agreements with lecturers and staff.
- 9.3. Learning mobility activities can also be participated in with a zero-Grant.
- 9.4. All parties shall be obligated to adhere to the commitments entered into in Grant Agreements and other agreements related to the Erasmus+ Programme. Upon not adhering to their commitments, a decision shall be made regarding the participant by the Committee by consulting with the Archimedes Foundation, if necessary.

10. Language requirements

- 10.1. Language requirements for Erasmus+ Programme participants shall be specified either in Agreements or Learning agreements for Studies or Learning Agreements for Traineeships.
- 10.2. The Online Linguistic Support (OLS) language assessment (hereinafter *the Language Test*) available via a work environment provided for such purpose by the European Commission is mandatory prior and post learning mobility for all students and recent graduates with one of the following languages as the main language of study/training: English, German, French, Italian, Dutch, Czech, Danish, Latvian, Lithuanian, Slovenian, Greek, Polish, Portuguese, Swedish, Bulgarian, Finnish, Croatian, Hungarian, Romanian, Slovak, Irish, Maltese and Spanish. In case the first assessment result is C2, the second assessment is not compulsory.
- 10.3. The requirement does not apply to native speakers.
- 10.4. If the assessment results of a student/recent graduate fall below the required level, the Academy shall have the right to offer a free online language course funded by the European Commission prior to the start of the learning mobility.
- 10.5. Students/recent graduates who have completed the language assessment with a result lower than CEFR level B1, shall automatically receive a language course licence and shall be obligated to follow the course.
- 10.6. Students/recent graduates who have completed their first language assessment with a result higher than CEFR level B2 or students/recent graduates whose study/training language is their native language shall have the right to carry out the language course in either the work or local language of the destination country (given the respective course is available in the OLS system).
- 10.7. If the sum of the first payment of the Grant Agreement is less than 100% of the Grant sum, a language assessment carried out after the completion of the learning mobility shall serve as a basis for disbursing the remaining Grant sum.

11. Studies of foreign visiting students at the Estonian Aviation Academy

- 11.1. A foreign visiting student is a matriculated student of a foreign higher education institution who has come to study at the Academy for the period of one semester to one academic year under the Erasmus+ Programme Inter-institutional Agreement.
- 11.2. Persons outside the Erasmus+ Programme may also study at the Academy as foreign visiting students for the period of up to one academic year given a respective agreement has been concluded between the Academy and the foreign higher education institution. In such cases, the foreign visiting student shall be subject to the current procedure as well as the rights and obligations specified in the respective agreement.
- 11.3. Foreign visiting students shall not be matriculated as students of the Academy but shall be subject to all rights and obligations of visiting students of the Academy.
- 11.4. The admission of foreign visiting students shall be conducted twice a year. Deadlines for submitting applications are:
 - 25 May for the autumn semester;
 - 25 November for the spring semester.
- 11.5. Admission shall be based on the following documents submitted on time:
 - Application;
 - CV;
 - Motivation Letter;
 - Transcript of Records;
 - Learning Agreement for Studies;
 - Document copy;
 - OLS English Language Proficiency Certificate.
- 11.6. Tasks of foreign visiting students:
 - 11.6.1. Submitting to the Specialist documents specified in clause 11.5 of the current procedure on time;
 - 11.6.2. Applying for changes in the Learning Agreement for Studies within five weeks from the start of the semester, if necessary. Changes to the Learning Agreement for Studies shall be approved by the foreign visiting student and the Specialist within two weeks of applying for such changes;
 - 11.6.3. Submitting to the Specialist prior to the end of their study abroad a completed and approved document confirming the student has no material obligations before the Academy;
 - 11.6.4. Adhering to good academic practices.
- 11.7. Tasks of the Specialist:
 - 11.7.1. Coordinating with heads of departments the limit of foreign visiting students accepted for each semester by 25 April (autumn semester subjects) and 25 October (spring semester subjects);
 - 11.7.2. Forwarding to the foreign visiting student an Acceptance Letter regarding accepting or declining their application;
 - 11.7.3. Forwarding an approved and signed Learning Agreement for Studies and its changes to the foreign visiting student and a representative of the respective higher education institution;
 - 11.7.4. Forwarding to the foreign visiting student information on accommodation options;

- 11.7.5. Entering data of the foreign visiting student into the study information system and compiling a proposal for the Rector to compile a directive to award the student the status of a foreign visiting student;
- 11.7.6. Compiling a certificate for the foreign visiting student regarding their studies at the Academy for the purpose of receiving a residence permit, if necessary;
- 11.7.7. Issuing a certificate for the purpose of receiving an international student card, if necessary;
- 11.7.8. Advising the foreign visiting student on non-academic issues;
- 11.7.9. Designating a tutor for the foreign visiting student from within the student body;
- 11.7.10. Compiling and forwarding a Confirmation Letter and a Transcript of Records to the foreign visiting student and a representative of the respective higher education institution regarding the duration of studies at the Academy and learning results of the student or issuing these documents personally.

12. Implementation of the Procedure

- 12.1. Adoption of the current regulation **“Estonian Aviation Academy Procedure for the Management of Erasmus+ Learning Mobility Programme”** by the Council of the Estonian Aviation Academy shall invalidate regulation **“Estonian Aviation Academy Procedure for the Management of Erasmus+ Programme”** adopted by Council Resolution from 31 August 2017 (Minutes No. 1-4/10).