

APPROVED
by Council Decision
of 26 January 2022 (minutes No. 1-4/5)

AMMENDMENTS ADOPTED
by Council Decision
of 18 January 2023 (minutes No. 1-4/6)

AMMENDMENTS ADOPTED
by Council Decision
of 30 May 2023 (minutes No. 1-4/39)

Estonian Aviation Academy procedure for managing the Erasmus+ intra-European learning mobility programme

1. Participation in the Erasmus+ intra-European learning mobility programme

- 1.1. The participation of the Estonian Aviation Academy ('the Academy') in the Erasmus+ intra-European learning mobility programme ('the Erasmus+ programme') is governed by the Erasmus Charter for Higher Education awarded to the Academy, and the higher education grant agreement concluded each academic year between the Academy and the Education and Youth Board's Agency for Erasmus+ and European Solidarity Corps.
- 1.2. The Academy's learning mobility activities are divided into studies abroad, traineeships abroad and staff mobility to carry out teaching activities or participate in training.
- 1.3. This procedure regulates the participation of the Academy's students, international visiting students, recent graduates, lecturers and employees in the Erasmus+ programme and the coordination of the respective processes.

2. Countries participating in the Erasmus+ programme and cooperation agreements with foreign higher education institutions

- 2.1. The Academy has the right to carry out learning mobility activities within the framework of the Erasmus+ programme with organisations from programme countries and countries that have joined the programme.
- 2.2. Cooperation agreements concluded between the Academy and foreign higher education institutions under the Erasmus+ programme ('cooperation agreements') form the basis for the learning mobility of students to study abroad, the studies of international visiting students at the Academy, and staff mobility of lecturers to carry out teaching activities.
- 2.3. Learning mobility between the Academy and organisations from non-programme countries or countries that have not joined the programme is governed by documents

separate from the Erasmus+ programme (other relevant cooperation agreements, directives, decisions, etc.).

- 2.4. The preparation, conclusion and administration of cooperation agreements is coordinated by the Academy's Coordinator of International Studies ('the Coordinator').
- 2.5. Cooperation agreements are signed by the Rector of the Academy or the Coordinator based on a directive of the Rector.
- 2.6. The Erasmus+ programme does not require the exchange of original documents when carrying out mobility activities but accepts copies (documents sent by email).

3. Scholarship committee for the Erasmus+ intra-European learning mobility programme

- 3.1. The scholarship committee for the Erasmus+ intra-European learning mobility programme ('the Committee') does the following:
 - 3.1.1. decides on the allocation of Erasmus+ programme grants ('grants') to teachers and employees;
 - 3.1.2. decides on the partial or full recovery of grants in special cases;
 - 3.1.3. decides, if necessary, on other issues related to the Erasmus+ programme on an ad hoc basis.
- 3.2. The composition of the Committee is changed as necessary by a directive of the Rector of the Academy.
- 3.3. The work of the Committee is managed and its decisions are approved by the Vice Rector for Studies.
- 3.4. The conditions and procedure for contesting decisions related to the organization of studies are described in the Study Organization Regulations. (*Effective as of 30.05.2023*)

4. Student studies abroad

- 4.1. Each spring semester, the Coordinator announces a call for Erasmus+ grant applications when students can apply for an exchange placement for the autumn and spring semesters of the following academic year at a foreign university with which the Academy has concluded a cooperation agreement.
- 4.2. If any grants remain, an additional round of applications will be accepted in the autumn semester.
- 4.3. The submission deadlines for the call for applications and the additional round are published on the Academy's website.
- 4.4. The student applicant must be registered to study at the undergraduate level at the Academy and have completed the first year of higher education studies by the beginning of the studies abroad.
- 4.5. Studies abroad under the Erasmus+ programme can last from 2 to 12 months. The studies at a foreign higher education institution must take place between 1 June and 30 September of the following year, unless otherwise agreed.
- 4.6. Studies or traineeships abroad can be completed as blended mobility under the Erasmus+ programme, a combination of physical mobility and online activities

- requiring 5–30 days of in-person studies/training in the destination country. This is followed by online(distance) studies/training. The total workload of the studies must be equal to at least 3 ECTS credits. (*Effective as of 18.01.2023*)
- 4.7. Repealed. (*Effective as of 18.01.2023*)
 - 4.8. Repealed. (*Effective as of 18.01.2023*)
 - 4.9. The Coordinator and the head of the student's study department decide on admission to studies abroad and allocation of a grant based on the application documents, the interview and study results.
 - 4.10. The Coordinator informs the student applicants about the results, forwards the information about the students' arrival to the foreign higher education institution, and determines the application requirements of the foreign higher education institution.
 - 4.11. The student compiles the documents for applying to the foreign higher education institution together with the Coordinator; a staff member of the student's study department also participates in preparing the learning agreement for studies. Learning agreement has to be signed by the student, representative of the academy and receiving higher education institution and before the learning mobility. (*Effective as of 18.01.2023*)
 - 4.12. The student enters their selected subjects from the foreign university into the application for registration as an international student in the study information system, adding possible subjects that correspond to the Academy's curriculum, and uploads the learning agreement for studies. The Coordinator approves the choice of subjects in the learning agreement for studies and substitutions of subjects in coordination with the head of the curriculum. (*Effective as of 18.01.2023*)
 - 4.13. If it is necessary to amend the learning agreement for studies, the amendment must be reflected in the application for registration as an international student in the study information system. The amended learning agreement for studies must also be uploaded.
 - 4.14. After submitting the documents for applying to the foreign higher education institution, the foreign higher education institution issues an acceptance letter and approves the learning agreement for studies, which is a prerequisite for taking the language test (Online Language Support, OLS) (see section 10).(*Effective as of 18.01.2023*)
 - 4.15. Before starting studies abroad, the student and the Rector of the Academy sign an agreement on the use of the Erasmus+ grant ('grant agreement'). The Coordinator prepares a referral to the Rector for the preparation of a directive on the student's studies abroad and payment of the grant. The grant agreement and directive form the basis for the payment of the grant. The conditions for the grant payment are set out in the grant agreement.
 - 4.16. Any amendments to the initial grant agreement (incl. the length of the learning mobility period, the amount of the grant, etc.) must be agreed upon in a supplementary agreement.

- 4.17. Requests to amend learning agreements for studies can be submitted for up to five weeks from the start of the semester. The student informs the Coordinator immediately of the relevant changes and prepares the amendments to the learning agreement for studies with the representative of the foreign higher education institution. Amendments to the learning agreement for studies are signed by the student, the representative of the foreign higher education institution and the Coordinator within two weeks of requesting the amendments.
- 4.18. The requirement to complete the curriculum does not apply in the semester abroad and in the following semester, provided that the Academy considers the learning mobility results in the amount of at least 15 credits per semester. In addition, the nominal study period is extended by the semester during which the student studied abroad and during which the Academy takes at least 15 credits into account.
- 4.19. If the workload of the studies is less than 3 credits per semester, the Committee decides on the repayment of the student grant. (*Effective as of 18.01.2023*)
- 4.20. The student submits the following documents to the Coordinator within one month from the completion date of the studies abroad:
- an official confirmation letter from the foreign higher education institution, which certifies the student's participation in the study activities for the period specified in the learning agreement for studies and the grant agreement;
 - a transcript of records from the foreign higher education institution, which presents the results of the student's studies. The transcript of records has to be signed by the representative of the receiving higher education institution. (*Effective as of 18.01.2023*)
- 4.21. In addition to the confirmation letter and the transcript of records, the student is obliged to submit a learning mobility feedback report within one month from the date of completion of studies abroad per the instructions given by the Coordinator.
- 4.22. Positive results of studies abroad must be reflected in the academic transcript either as substitutes for compulsory or elective courses, or as optional courses. The results are recorded on the academic transcript following an undifferentiated assessment system.
- 4.23. The student submits the application for the transfer of credits earned during studies abroad together with the confirmation letter and the transcript of records in the Academy's study information system. The results are entered into the study information system in accordance with the application, the transcript of records and the agreement described in clause 4.11. If the student does not submit an application within two months of the end date of the learning mobility period, the Office of Academic Affairs will automatically approve the studies abroad as optional subjects.
- 4.24. In the absence of documents certifying studies abroad, in the event of their incomplete submission or non-compliance with other conditions provided for in the grant agreement, the Academy has the right to recover the grant in full. The Committee makes the relevant decision. (*Effective as of 18.01.2023*)

5. Student traineeships abroad

- 5.1. Students applying for a traineeship abroad may submit applications throughout the year unless otherwise agreed.
- 5.2. The student must find the traineeship institution on their own.
- 5.3. The student applicant must be registered to study at the undergraduate level at the Academy, and they may undertake a traineeship abroad already during the first year of their studies.
- 5.4. A traineeship abroad must last **at least 2 months** and no **longer than 12 months**, and the traineeship must take place between 1 June and 30 September of the following year, unless otherwise agreed. Traineeships abroad can also be carried out as blended short-term mobility (see clause 4.6). (*Effective as of 18.01.2023*)
- 5.5. To apply for a grant for a traineeship abroad, the student submits to the Coordinator the application documents, which include the application in the required format, a motivation letter (including a description of the planned traineeship) and an initial confirmation by the traineeship institution, at least 2 months before the planned traineeship abroad, unless otherwise agreed.
- 5.6. After the receipt of the application documents, the Coordinator arranges an interview with the student who has applied for a grant for a traineeship abroad, the participants of which include the student, the Coordinator, and the head of the student's study department. The Coordinator and the head of the student's study department decide on admission to the traineeship abroad and allocation of a grant based on the application documents, the interview and study results.
- 5.7. The learning agreement for traineeships is prepared before the start of the traineeship abroad in collaboration between the student, the Academy and the traineeship institution. Before signing the learning agreement for traineeships, the student and the head of the student's study department or their appointed substitute agree on the practical training(s) of the curriculum that will be substituted by the traineeship and notify the Coordinator of this. The traineeship agreement is signed by the student, the representative of the traineeship institution and the Coordinator on behalf of the Academy before the traineeship. (*Effective as of 18.01.2023*)
- 5.8. After signing the trilateral Erasmus learning agreement for traineeships, the student takes a compulsory language test (see section 10).
- 5.9. During the traineeship abroad, the student makes regular entries in the internship records, which are confirmed by the representative of the traineeship institution at the end of the traineeship period.
- 5.10. Requests to amend learning agreements for traineeships can be submitted for up to five weeks from the start of the traineeship. The student immediately informs the Coordinator of the relevant changes and prepares the amendments to the learning agreement for traineeships together with the representative of the traineeship institution. Amendments to the learning agreement for traineeships are signed by the student, the representative of the traineeship institution and the Coordinator within two weeks of requesting the amendments.

- 5.11. Before the start of the traineeship abroad, the student and the Rector of the Academy sign a grant agreement. The Coordinator prepares a referral to the Rector for the preparation of a directive on the student's traineeship abroad and payment of the grant. The grant agreement and directive form the basis for the payment of the grant. The conditions for the grant payment are set out in the grant agreement.
- 5.12. Any amendments to the initial grant agreement (incl. the length of the learning mobility period, the amount of the grant, etc.) must be agreed upon in a supplementary agreement.
- 5.13. The requirement to complete the curriculum does not apply in the semester abroad and in the following semester, provided that the Academy takes into account the results of the learning mobility in the amount of at least 15 credits per semester (1 credit is comparable to 26 hours of work). In addition, the nominal study period is extended by the semester during which the student studied abroad and during which the Academy takes at least 15 credits into account.
- 5.14. If the workload of the traineeship (except short-term foreign internship) is less than 12 credits per semester, the Committee makes a decision on the repayment of the student grant. (*Effective as of 18.01.2023*)
- 5.15. The student submits the following documents to the Coordinator within one month from the date of completion of the traineeship abroad:
 - an official signed confirmation letter from the traineeship institution, which certifies the student's traineeship at the traineeship institution during the period specified in the learning agreement for traineeships and grant agreement; (*Effective as of 18.01.2023*)
 - internship records approved by a representative of the traineeship institution.
- 5.16. In addition to the confirmation letter and the internship records, the student is obliged to submit a learning mobility feedback report within one month from the date of completion of the traineeship abroad in accordance with the instructions given by the Coordinator.
- 5.17. The results of the traineeship abroad must be reflected in the student's academic transcript either as a substitute for the practical training(s) of the curriculum or as an optional subject. The results are recorded on the academic transcript following an undifferentiated assessment system.
- 5.18. The student submits the application for the transfer of credits earned during the traineeship abroad together with the confirmation letter and the internship records in the Academy's study information system. The results are entered into the study information system in accordance with the application, the internship records approved by the representative of the traineeship institution, the requirements of the study department, and the agreement set out in clause 5.8. If the student does not submit an application, the Office of Academic Affairs will automatically approve the traineeship abroad as an optional subject.
- 5.19. In the absence of documents certifying the traineeship abroad, in the event of incorrectly submitted documents or non-compliance with other conditions provided

for in the grant agreement, the Academy has the right to recover the grant in full. The Committee makes the relevant decision. (*Effective as of 18.01.2023*)

6. Traineeships abroad for recent graduates

- 6.1. An application in the required format for a traineeship abroad and a grant for recent graduates must be submitted to the Coordinator before the completion of higher education studies.
- 6.2. Traineeships for recent graduates are not available if studies are continued at the next level.
- 6.3. The duration of the traineeship abroad must be between 2 and 12 months, and the recent graduate must return from the traineeship abroad no later than 12 months after graduation.
- 6.4. Recent graduates can also apply for blended mobility or blended short-term traineeships abroad. In this case, the physical mobility part lasts 5 to 30 days, and the online part has no duration requirements. Blended mobility must give the participant at least 3 ECTS credits. (*Effective as of 18.01.2023*)
- 6.5. The period of the traineeship abroad is considered to be part of the completed higher education level.
- 6.6. The decision on admission to the traineeship and allocation of a grant is made by the Coordinator on the basis of the budgetary resources of the Erasmus+ programme.
- 6.7. The learning agreement for traineeships is prepared before the start of the traineeship in collaboration between the recent graduate, the Academy and the traineeship institution, and is signed by the recent graduate, the Coordinator and a representative of the traineeship institution. After signing the learning agreement for traineeships, the student takes a compulsory language test (see section 10).
- 6.8. Requests to amend learning agreements for traineeships can be submitted for up to five weeks from the start of the traineeship. The recent graduate informs the Coordinator immediately of the relevant changes and prepares the amendments to the learning agreement for traineeships together with the representative of the traineeship institution. Amendments to the learning agreement for traineeships are signed by the recent graduate, the representative of the traineeship institution and the Coordinator within two weeks of requesting the amendments.
- 6.9. Before the start of the traineeship abroad, the recent graduate and the Rector of the Academy sign a grant agreement. The Coordinator prepares a referral to the Rector for the preparation of a directive on the recent graduate's traineeship abroad and payment of the grant. The grant agreement and directive form the basis for the payment of the grant. The conditions for the grant payment are set out in the grant agreement.
- 6.10. Any amendments to the initial grant agreement (incl. the length of the learning mobility period, the amount of the grant, etc.) must be agreed upon in a supplementary agreement.

- 6.11. During the traineeship abroad, the recent graduate makes regular entries in the internship records, which are confirmed by the representative of the traineeship institution at the end of the traineeship period.
- 6.12. The recent graduate is required to complete a traineeship equal to at least 15 credits (1 credit is comparable to 26 hours of work). If the workload of the traineeship abroad is less than 12 credits (except blended short-term mobility), the Committee makes a decision on the repayment of the grant. (*Effective as of 18.01.2023*)
- 6.13. The recent graduate submits the following documents to the Coordinator within one month from the date of completion of the traineeship abroad:
 - an official signed confirmation letter from the traineeship institution, which certifies the recent graduate's traineeship during the period specified in the learning agreement for traineeships and the grant agreement; (*Effective as of 18.01.2023*)
 - internship records approved by a representative of the traineeship institution.
- 6.14. In addition to the confirmation letter and the internship records, the recent graduate is obliged to submit a learning mobility feedback report within one month from the date of completion of the traineeship abroad according to the instructions given by the Coordinator.
- 6.15. In the absence of documents certifying the traineeship abroad, in the event of incorrectly submitted documents or non-compliance with other conditions provided for in the grant agreement, the Academy has the right to recover the grant in full. The Committee makes the relevant decision. (*Effective as of 18.01.2023*)

7. Staff mobility for teaching

- 7.1. Before the beginning of each academic year, the Coordinator sends a notice via the Academy's information channels about grants for staff mobility undertaken for the purpose of teaching.
- 7.2. A person participating in the Erasmus+ programme who wishes to teach at a foreign higher education institution on behalf of the Academy ('lecturer') must have a contractual employment relationship with the Academy (employment contract or authorisation agreement). A free-form application for a grant must be submitted to the Coordinator.
- 7.3. If the number of grant applicants is higher than the grant amount allocated to the Academy in the grant agreement, preference will be given to lecturers:
 - whose lectures are fully integrated into the regular teaching activities of the foreign higher education institution (for example, when the teaching concerns a specific part of the compulsory subject of that higher education institution);
 - who develops new teaching material for or as a result of the staff mobility;
 - who, while staying at the foreign higher education institution, performs additional tasks in addition to teaching (such as making new contacts, initiating projects, mentoring students, etc.);
 - for whom it would be the first time to teach abroad.

- 7.4. Staff mobility for teaching also includes guest lectures by experts invited to the Academy from external organisations from programme countries and countries that have joined the programme. The mobility of international experts is organised based on the Academy's internal regulations and this procedure. The duration of the physical mobility of the invited experts must be between 1 day and 2 months. The decision to allocate a grant is made by the Committee.
- 7.5. The lecturer's mobility abroad may last a minimum of **2 consecutive days** (not including travel days) and a maximum of **2 months**. The teaching completed must be equal to at least **8 teaching hours** over a minimum of 2 days or, for longer mobility periods, per one week (7 days with 5 working days). Therefore, the recommended duration of the staff mobility is a minimum of 4 days.
- 7.6. Lecturers can also carry out staff mobility as blended mobility. Staff mobility between programme countries (excluding invited experts) last between 2 days and 2 months. For the shortest possible duration, working days must be consecutive days, not including travel days. Staff mobility undertaken for teaching purposes must include at least eight teaching hours per week. If the mobility project lasts more than a full week, the number of working hours in the incomplete study week is calculated pro rata. If the staff mobility project is a combination of teaching and training, teaching must take up at least four hours a week.
- 7.7. Before going abroad for a staff mobility project, the lecturer must:
- prepare a work plan in the required format (Mobility Agreement – Staff Mobility for Teaching), which must be approved by the Academy and the foreign higher education institution. The work plan has to be signed by the lecturer, the Academy and a representative of the receiving higher education institution; (*Effective as of 18.01.2023*)
 - submit an application for staff mobility on the basis of the internal regulations of the Academy.
- 7.8. After the work plan has been prepared and the staff mobility project approved, the lecturer and the Rector sign a grant agreement. The grant consists of a travel and subsistence allowance and the specific amount of the grant is calculated in accordance with the travel distance, the duration of the staff mobility project, and the destination country. The lecturer's structural unit covers reasonable costs in excess of the calculated grant.
- 7.9. The Academy reimburses the lecturer for the expenses related to the mobility project based on the submitted report on mobility expenses and expenditure documents. As a rule, the costs associated with staff mobility comprise transport costs to and from the destination, travel insurance, local transport costs, accommodation costs and daily allowances.
- 7.10. Within one month of the end of the staff mobility project, the lecturer must:
- submit to the Coordinator a confirmation of the teaching activities completed at the foreign higher education institution;

- submit a report on mobility expenses based on the internal regulations of the Academy;
 - submit a staff mobility feedback report in accordance with the instructions given by the Coordinator.
- 7.11. In the absence of documents certifying staff mobility or in the event of their incomplete submission, the Academy has the right to recover the grant, in part or in full, from the lecturer. The Committee makes the relevant decision.

8. Staff mobility for training

- 8.1. Before the beginning of each academic year, the Coordinator sends a notice via the Academy's information channels about grants for staff mobility undertaken for training purposes.
- 8.2. A person participating in the Erasmus+ programme who wishes to complete a training abroad ('employee') must have a contractual employment relationship with the Academy (employment contract or authorisation agreement). A free-form application for a grant must be submitted to the Coordinator.
- 8.3. If the number of grant applicants is higher than the grant amount allocated to the Academy in the grant agreement, preference will be given to employees whose training supports the Academy's participation in international cooperation programs and the internationalisation of the Academy in general.
- 8.4. The decision to allocate a grant is made by the Committee.
- 8.5. The employees' training mobility project to programme countries may last a minimum of **2 consecutive days** (not including travel days) and a maximum of **2 months**. For the shortest possible duration, working days must be consecutive days, not including travel days. Before going abroad for the staff mobility project, the employee must:
- prepare a work plan in the required format (Mobility Agreement – Staff Mobility for Training), which the Academy and the foreign organisation must approve. The work plan has to be signed by the employee, the Academy and a representative of the receiving higher education institution; (*Effective as of 18.01.2023*);
 - submit an application for staff mobility on the basis of the internal regulations of the Academy.
- 8.6. After the work plan has been prepared and the staff mobility project approved, the lecturer and the Rector sign a grant agreement. The grant consists of a travel and subsistence allowance and the specific amount of the grant is calculated in accordance with the travel distance, the duration of the staff mobility project, and the destination country. The employee's structural unit covers reasonable costs in excess of the calculated grant.
- 8.7. The Academy reimburses the employee for the expenses related to the mobility project based on the submitted report on mobility expenses. As a rule, the costs related to staff mobility comprise transport costs to and from the destination, travel insurance, local transport costs, accommodation costs, training costs and daily allowances.

- 8.8. Within one month of the end of the staff mobility project, the lecturer must:
- submit to the Coordinator proof of participation in the training;
 - submit a report on mobility expenses based on the internal regulations of the Academy;
 - submit a staff mobility feedback report in accordance with the instructions given by the Coordinator.
- 8.9. In the absence of documents certifying staff mobility or in the event of their incomplete submission, the Academy has the right to recover the grant, in part or in full, from the employee. The Committee makes the relevant decision.

9. Erasmus+ programme grants

- 9.1. The amounts applicable for various destination countries of the Erasmus+ European Commission learning mobility grants for students and recent graduates have been set by the Ministry of Education and Research. Grant amounts are published on the Academy's website at the latest prior to the conclusion of grant agreements.
- 9.2. The Ministry of Education and Research has set the ranges of grant amounts for staff mobility of lecturers and employees. The Academy approves the maximum amounts for learning mobility grants by a directive of the Rector before the beginning of the academic year. The maximum grant amounts are published on the Academy's website at the latest prior to the conclusion of grant agreements with lecturers and employees.
- 9.3. Participation in learning mobility activities is also permitted with a grant amount of zero.
- 9.4. Meeting the obligations set out in the concluded grant agreements and other Erasmus+ programme agreements is mandatory for all parties. If obligations are not met, the Committee will make a decision regarding the party who has failed to meet their obligations, in consultation, where appropriate, with the Youth Board's Agency for Erasmus+ and European Solidarity Corps.

10. Language requirements

- 10.1. The language skill requirements for the Erasmus+ programme are set out in cooperation agreements or learning agreements for studies or traineeships.
- 10.2. If the working language for the studies or traineeship of the learning mobility project of the Erasmus+ programme is English, German, French, Italian, Dutch, Czech, Danish, Latvian, Lithuanian, Slovenian, Greek, Polish, Portuguese, Swedish, Bulgarian, Finnish, Croatian, Hungarian, Romanian, Slovak, Irish, Maltese or Spanish, students and recent graduates are required to take an online language test ('language test') prior to their learning mobility project on the relevant platform (OLS) provided by the European Commission.
- 10.3. If the language is the student's or recent graduate's native language, a language test is not required.
- 10.4. The student or recent graduate is entitled to a licence for a free online language course funded by the European Commission. The period during which the language course

can be completed is from the receipt of the licence until two months after the end of the learning mobility project.

- 10.5. If the result of the language test of the working language for the studies or traineeship of the learning mobility project is the B1 level or lower, the student cannot undertake the learning mobility.
- 10.6. If the result of the language test is the B2 level or higher or the working language for the studies or traineeship is the student's or recent graduate's native language, the student or recent graduate has the right to choose whether to complete the language course in the working language or the local language of the destination country.

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

- 11.1. An international visiting student is a student registered to study at a foreign university and studying at the Academy from one semester to one academic year based on an Erasmus+ programme cooperation agreement.
- 11.2. A person outside the Erasmus+ programme may also study at the Academy as an international visiting student for up to one academic year if a corresponding agreement has been concluded between the Academy and the foreign higher education institution. In this case, in addition to this procedure, the international visiting student is also subject to the rights and obligations of international visiting students set out in the respective agreement.
- 11.3. International visiting students are not registered as students of the Academy, but they are subject to all the rights and obligations of visiting students of the Academy.
- 11.4. Admission of international visiting students takes place twice a year. The deadlines for submitting applications are:
 - 25 May for the autumn semester;
 - 25 November for the spring semester.
- 11.5. Admission is done based on the following documents, submitted in due time:
 - an application;
 - a CV;
 - a motivation letter;
 - a transcript of records;
 - a online learning agreement for studies; (*Effective as of 18.01.2023*)
 - a document copy of an ID;
 - an English language proficiency certificate.
- 11.6. An international visiting student must:
 - 11.6.1. send the documents specified in clause 11.5 of this procedure to the Coordinator in due time;
 - 11.6.2. if required, request amendments to the learning agreement for studies within five weeks from the start of the semester. Amendments to the learning agreement for studies are confirmed by the international visiting student and the Coordinator within two weeks of requesting the amendments;

- 11.6.3. submit to the Coordinator a completed certificate of the absence of academic debt before the end of the studies abroad;
- 11.6.4. follow good academic practice.
- 11.7. The Coordinator must:
 - 11.7.1. approve the maximum admission number of international visiting students with the heads of departments by 25 April (for autumn semester subjects) and 25 October (for spring semester subjects);
 - 11.7.2. send acceptance letters to international visiting students or letters informing them of refusal of admission;
 - 11.7.3. forward the approved and signed learning agreement for studies and its amendments to the international visiting student and the representative of the international visiting student's higher education institution;
 - 11.7.4. forward information on accommodation options to the international visiting student;
 - 11.7.5. enter the details of the international visiting student into the study information system and prepare a referral to the Rector for the preparation of a directive on the admission of the international visiting student;
 - 11.7.6. if necessary, prepare a certificate of admission to study at the Academy for the international visiting student for them to obtain a residence permit;
 - 11.7.7. advise the international visiting student on non-academic issues;
 - 11.7.8. find tutors for the international visiting student from the Academy's student body;
 - 11.7.9. prepare and send to the international visiting student and the representative of the international visiting student's higher education institution certificates on the length of study and study results at the Academy (confirmation letter, transcript of records) or issue them in person.

12. Implementation provisions

- 12.1. This procedure takes effect on 26 January 2022.
- 12.2. Upon approval of this regulation by the Council of the Estonian Aviation Academy, the regulation "Estonian Aviation Academy procedure for managing the Erasmus+ intra-European learning mobility programme", approved by the Council decision of 31 August 2020 (minutes No. 1-4/53), is repealed.