UNIVERSITY OF TARTU
DEGREE STUDENT’S GUIDE
2015/2016
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University of Tartu Degree Student’s Guide

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Photo of Martin Hallik: Andres Tennus

INFORMATION CORRECT AS OF July 2015
ABOUT THE UNIVERSITY OF TARTU

STRUCTURE

The university consists of academic and non-academic units.

The academic structure of the university comprises faculties and faculty sub-units (institutes, centres and clinics), colleges and R&D institutions, such as the Estonian Genome Centre, Botanical Garden, museums, University of Tartu Library and the Gifted and Talented Development Centre.

The University of Tartu has nine faculties:

- Faculty of Theology
- Faculty of Law
- Faculty of Medicine
- Faculty of Philosophy
- Faculty of Exercise and Sport Sciences
- Faculty of Science and Technology
- Faculty of Economics and Business Administration
- Faculty of Mathematics and Computer Science
- Faculty of Social Sciences and Education

and four colleges in various parts of Estonia:

- Viljandi Culture Academy
- Pärnu College
- Narva College
- European College.

As of January 1, 2016 the university will have new academic structure. There will be four big faculties comprising the following units:

- Faculty of Humanities and Arts:
  - Institute of History and Archaeology;
  - Institute of Estonian and General Linguistics;
  - Institute of Philosophy and Semiotics;
  - Institute of Cultural Research and Fine Arts;
• College of Foreign Languages and Cultures;  
  o School of Theology;  
  o Viljandi Culture Academy.
• Faculty of Medical Sciences  
  o Institute of Biomedicine and Translational Medicine;  
  o Institute of Pharmacy;  
  o Institute of Dentistry;  
  o Institute of Clinical Medicine;  
  o Institute of Family Medicine and Public Health;  
  o Institute of Sport Sciences and Physiotherapy.
• Faculty of Natural and Exact Sciences  
  o Institute of Computer Science;  
  o Estonian Marine Institute;  
  o Institute of Physics;  
  o Institute of Chemistry;  
  o Institute of Mathematics and Statistics;  
  o Institute of Molecular and Cell Biology;  
  o Institute of Technology;  
  o Institute of Ecology and Earth Sciences.
• Faculty of Social Sciences  
  o Institute of Education;  
  o School of Economics and Business Administration;  
  o Narva College;  
  o Institute of Psychology;  
  o Pärnu College;  
  o Johan Skytte Institute of Political Studies;  
  o School of Law;  
  o Institute of Social Studies

The non-academic structure of the university consists of administrative and support units such as the Administrative Office, Finance Office and Office of Academic Affairs.
MANAGEMENT

The supreme decision-making body of the university is the Council of the University of Tartu, which approves the budget and strategic plan of the university. The council has 11 members. Five come from among the members of the university and the rest are not employees of the university. Involving external partners helps to bind the university and society. Thus, the Estonian Academy of Sciences appoints one member and the Minister of Education and Research appoints five external members, involving the public in the nomination of candidates. The membership of the council is approved by the Government of the Republic for a period of five years.

The academic decision-making body of the university is the Senate of the University of Tartu, which is responsible for and ensures the high quality of the university’s teaching, research and development activities. Among other things, the senate adopts the Statutes of the university and submits them to the council for approval. The senate has a one-off right to veto the resolution of the council upon adoption of the budget of the university. The senate consists of the rector (who is also the chair of the senate) and up to 21 members elected by the members of the university – at least one-fifth of whom are students.

In line with the decisions of the council and the senate, the day-to-day activities of the university are directed by the rector, who is elected by the electoral council of the university for five years. The rector has the highest administrative and disciplinary authority at the university. Since 1 July 2012 Professor Volli Kalm has been the Rector of the University of Tartu. To manage various fields of activity, the rector appoints vice rectors and area directors, e.g. the Vice Rector for Academic Affairs, the Vice Rector for Development, the Vice Rector for Research, the Director of Administration, the Head of Finance and the Academic Secretary.

The rector also forms an advisory body called the University Board.

In addition to the senate, the university has faculty councils, institute councils or research councils, and councils of the institutions, consortia, centres of excellence and programmes of the university.
Students! Come and help the university raising its quality of studies and improving student life. The university can be improved at the Student Council.

What is student representing about?
The University of Tartu is being governed by democratically elected decision-making bodies. The internal matters of an institute are decided at an institute council, faculty level decisions are adopted at a faculty council and the most important decisions are adopted by the Senate. **Students are part of all decision-making boards at all levels.** The Student Council of the University of Tartu is the highest decision-making body for the university students and it deals with the matters relevant across the university and shaping views. Students’ representatives of various levels cooperate and are partners for the university – they are heard and their voice carries weight. Acting together we can truly be advance our academic life.

We believe that the University of Tartu is the fundamental pillar in the development of Estonian society. Every step we take towards a better university takes us closer to better future for our society. Thus, the main goal of the student representatives is to contribute to the university’s development.

**How can I contribute?**
You can keep an eye on our activities in Facebook and get in touch with your faculty’s student board. Everyone interested in being part of decision making and development should apply for a student board of your institute or faculty.

There are two simple things every student can do. Firstly, giving feedback to teaching and courses - at the end of each semester you can give feedback to
teaching and courses via the Study Information System. Secondly, voting at the elections of the Student Council – to ensure that the best candidates would win.

You will find the Student Council at

Ülikooli 18b, Tartu
Mon–Fri 11:30–16:30
Phone 737 5400
info@tyye.ee
tyye.ee
www.facebook.com/UT.esindus

You can buy different souvenirs, such as the university jumper, ring and cap, from the Student Council. See more on tyye.ee/gifts
CURRICULA

On admission to the university, a student starts to complete the curriculum. The curriculum serves as the basis for studies and determines the length of studies in years and in terms of volume. The Estonian higher education system uses the European Credit Transfer and Accumulation System (ECTS). One credit point corresponds to 26 hours of student work, including contact studies (lectures, seminars, practical training, etc.), independent work and practice and evaluation of learning outcomes.

LEVELS OF STUDY

The Estonian higher education system consists of three levels. The first level is bachelor’s studies or professional higher education studies, the second level is master’s studies and the highest level is doctoral studies.

<table>
<thead>
<tr>
<th>Level</th>
<th>ECTS</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCTORAL STUDIES</td>
<td>240</td>
<td>4</td>
</tr>
<tr>
<td>MASTER’S STUDIES</td>
<td>120</td>
<td>2</td>
</tr>
<tr>
<td>BACHELOR’S STUDIES</td>
<td>180</td>
<td>3</td>
</tr>
<tr>
<td>PROFESSIONAL HIGHER EDUCATION</td>
<td>180-240</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Bachelor’s studies lay the general education groundwork, providing the basic specialised knowledge and skills required to work in the chosen specialisation and continue studies in the specialisation.
The purpose of professional higher education is to obtain the competences required to pursue a specific profession. The practical skills obtained form the best preparation for moving on to specialised work directly from a higher education institution.

During master’s studies, professional knowledge and skills are deepened to a level where you can work independently in the chosen specialisation. The prerequisite for admission to a master’s programme is a bachelor’s degree or equivalent qualification (e.g. professional higher education).

In doctoral studies, knowledge and skills required for independent research, development or professional creative work are obtained. In addition, a doctoral student supports other people’s studies, being involved in teaching.

Integrated bachelor’s and master’s curricula that have a special study stage regime are Medicine (360 ECTS), Dentistry (300 ECTS), Pharmacy (300 ECTS), Primary School Teacher (300 ECTS) and Primary School Teacher in Multilingual School (300 ECTS). Once completed, the education obtained corresponds to the master’s level.

For more information about the levels of study, see http://www.ut.ee/en/studies/study-regulations/levels

WHAT SHOULD I KNOW ABOUT LEARNING OUTCOMES?

Outcome-based studies are student-focused and the student’s purposeful learning plays the central role (unlike in input-based studies where the emphasis is on teaching and the contents thereof). The goals of the curriculum, module and course are defined as learning outcomes.

Learning outcome means the knowledge, skills and attitudes obtained in the course of learning and the existence and level of attainment of which can be attested and evaluated. Learning outcomes are described at the minimum level required to complete a curriculum, module or course. The attainment of
the learning outcomes at a level exceeding the minimum is differentiated by **evaluation**.

**Evaluation of learning outcomes** forms part of the learning process, during which the level of acquired knowledge and skills of a student is evaluated on the basis of specific evaluation criteria regarding the learning outcomes described in the curriculum. The evaluation methods and criteria are described in the syllabus.

*If you familiarise yourself with the learning outcomes and evaluation criteria as soon as a course starts, you will better understand what to focus on and what the teacher will take into account upon evaluation.*

**STRUCTURE OF BACHELOR’S CURRICULUM**

In bachelor’s studies students can largely plan their studies themselves.

A **bachelor’s curriculum** consists of:

- two base modules (24 + 24 ECTS)
- two field modules (24 + 24 ECTS)
- two specialisation modules (24 + 24 ECTS)
- at least one elective course module (12 ECTS)
- optional courses (12-18 ECTS) and
- a bachelor’s exam or thesis (6-12 ECTS).
Courses have been placed into groups (modules) on the basis of the purposes of the curriculum. These modules make up the curriculum. Modules may be compulsory or elective. A compulsory module may contain elective courses (e.g. one of three courses must be chosen).

The options for choosing modules of the curriculum are indicated in the field “Graduation requirements” in the Content of the Curriculum page in the Study Information System.

**WHICH MODULES DO I HAVE TO COMPLETE?**

The courses and modules that you have to complete during your studies make up your major. The major is a set of specialised knowledge, skills and competences obtained to the extent of no less than 114 ECTS, which is the prerequisite for starting work in the given specialisation.

A major consists of at least:
- two base modules (24 + 24 ECTS)
- one field module (24 ECTS)
- one specialisation module (24 ECTS)
- one elective module (12 ECTS) and
- a bachelor’s thesis or exam (6–12 ECTS).

Many curricula contain more than one major and students can choose in which specific fields they would like to obtain knowledge. For instance, if you are enrolled in the Literature and Cultural Research curriculum, you can choose between the fields of Estonian Literature, Theatre Research, Folklore and Ethnology.

The volume of the majors of some curricula (e.g. Law or Physiotherapy) may be larger. In this case the students have to complete all the required modules.

In addition to a major, you can obtain a minor. A minor is a set of courses amounting to 60 ECTS, which can be chosen besides a major from your own bachelor’s curriculum or another curriculum.
To obtain a **minor**, you need to complete the following in the chosen bachelor’s curriculum:

- one field module (24 ECTS)
- one specialisation module (24 ECTS) and
- one elective module at the expense of optional courses (12 ECTS).

The modules of the minor must **differ from those of the major**.

---

**DO I HAVE TO CHOOSE A MINOR?**

If you complete your major only to the minimum extent (see p. 15), you have to choose a minor. If you increase the volume of your major, you do not have to choose a minor. To increase the volume of your major, you can choose one extra field or specialisation or elective module from your curriculum. Upon increasing the volume of your major, you can choose all remaining modules from your bachelor’s curriculum or from another bachelor’s curriculum.

Increasing the major by completing additional elective module of major:
Increasing the major by adding one field or specialisation module of major:

- **GRADUATION THESIS/FINAL EXAMINATION IN THE MAJOR**: 6-12 ECTS
- **MAJOR’S ELECTIVE COURSES**: (12 ECTS)
- **MAJOR’S SPECIALISATION MODULE**: (24 ECTS)
- **MAJOR’S FIELD MODULE**: (24 ECTS)
- **MAJOR’S FIELD MODULE**: (24 ECTS)
- **MAJOR’S BASE MODULE**: (24 ECTS)
- **MAJOR’S BASE MODULE**: (24 ECTS)
- **MAJOR’S ADDITIONAL ELECTIVE COURSES**: (12 ECTS)
- **FIELD OR SPECIALISATION MODULE**: (24 ECTS)
- **MAJOR’S ADDITIONAL MODULE**: (24 ECTS)
- **OPTIONAL COURSES**: 0-6 ECTS
- **OPTISIONAL COURSES**: 12-18 ECTS
You may also choose all modules solely from your curriculum.

To make the right decisions in choosing your minor and planning for your master’s studies, examine the options of other curricula in addition to your own.

You will find all curricula in the Study Information System.  

http://ois.ut.ee

The Academic Affairs Specialist of your faculty, institute, department or college or the Student Advisor can also help you find the right courses and modules.

STRUCTURE OF CURRICULUM OF PROFESSIONAL HIGHER EDUCATION

In a curriculum of professional higher education, all modules are generally compulsory (except elective and optional courses) and you cannot choose any minor from the curriculum.

The curriculum comprises various modules:
- modules of 24-30 credit points (incl. at least two base modules)
- elective courses (at least 12 ECTS)
- optional courses (at least 6 ECTS) and
- a final exam or thesis (6-15 ECTS).

At least 15% of the volume of a curriculum of professional higher education consists of field training.

The possibilities of choosing the modules of curricula are indicated in the field “Graduation requirements” in the Content of the Curriculum page in the Study Information System (SIS).
COURSES AND SYLLABI

COURSES
Courses can be divided into compulsory, elective and optional courses.

A **compulsory course** is a course that you must take to complete a curriculum.

An **elective course** is a course that you choose from among courses designated in the curriculum. In different curricula, elective courses are indicated as a list of such courses or as modules of specific elective courses. At least one elective module (12 ECTS) must be taken from the major.

An **optional course** is a course chosen freely by you from your university or another university. You can choose any course taught at the university, provided that you have completed the compulsory prerequisite courses. If you get a negative result in an optional course, you do not have to take the course again, provided that you complete the volume of optional courses prescribed in the curriculum.

You can check whether a course is compulsory, elective or optional in the curriculum available in the SIS.

The volume of courses is measured in **credit points**.

SYLLABUS
A syllabus is prepared for each course in accordance with the objectives of the course. In addition to general information, the syllabus includes information about the methods of evaluating learning outcomes and their evaluation criteria, principles of formation of grades and overdue work submission and exam retake policies and restrictions on participation in the course, if any.

**Before you register for a course you should definitely read the syllabus.** Syllabi are public and available in the SIS.
POSTGRADUATE STUDIES

FROM BACHELOR’S STUDIES OR PROFESSIONAL HIGHER EDUCATION TO MASTER’S STUDIES

If you wish to continue your studies at the master’s level, take into account the prerequisite course requirements that most curricula have. A prerequisite course is a course that must be completed in bachelor’s studies or professional higher education before applying to master’s studies.

If you continue your studies at the master’s level in the same curriculum, you will have taken the prerequisite courses and will only need to fulfil the admission criteria. If you studied a different curriculum or come from another higher education institution, you will need to apply to have your previous studies evaluated. To this end, you will need to fill in the required application form and submit it to the dean’s office of the faculty or to the office of academic affairs of the college.

Committees of the recognition of prior learning (RPL committees) can also approve lists of curricula whose graduates are not subject to the assessment of prerequisite courses.

For more information, see http://www.ut.ee/en/prospective-students/masters-studies-estonian

FROM MASTER’S STUDIES TO DOCTORAL STUDIES

Doctoral studies are the highest level of higher education aimed at providing the knowledge and skills required for independent research, development or professional creative work.

You can apply for doctoral studies if you have a master’s degree or an equivalent qualification. http://www.ut.ee/en/admissions/doctoral-studies
STUDENTS AND STUDENT PLACES

You can study at the university full time or part time, pursuing regular studies or studies in the Open University, in the course system or year-based system (in integrated studies of the Faculty of Medicine). Various forms of study allow you to change curricula, form of study and continue interrupted studies.

A student can be simultaneously matriculated to only one curriculum per level of tertiary education. A student pursuing integrated bachelor’s and master’s studies cannot be matriculated to a curriculum of the first or second level of tertiary education at the same time.

COMPENSATION OF STUDY EXPENSES

The rate of compensation of study expenses is called the tuition fee. The obligation to pay for tuition depends on whether the student was admitted as a full-time or part-time student as well as on the language of instruction and whether the student has studied at the level of higher education before.

Fill-time students **admitted to an Estonian-taught curriculum and holders of tuition-waiver scholarship admitted to English-taught curriculum** who cumulatively complete 30 ECTS of courses of their curriculum in a semester can study at the university without having to pay the tuition fee. The tuition fee needs to be paid for the semester during which the credits were not collected and payment is due at the beginning of a next semester (page 23). The student is allowed to fall up to 6 ECTS short of the prescribed volume.

Nominal and minimum volume of tuition-free studies (curriculum needs to be completed by the end of the last semester of the nominal study period)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Nominal volume in ECTS</th>
<th>Minimum volume in ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td>2nd semester</td>
<td>60</td>
<td>54</td>
</tr>
<tr>
<td>3rd semester</td>
<td>90</td>
<td>84</td>
</tr>
<tr>
<td>4th semester</td>
<td>120</td>
<td>114</td>
</tr>
</tbody>
</table>
Upon calculation of the tuition fee, only the compulsory, elective and optional courses of the curriculum (incl. courses of the minor) to the extent prescribed by the curriculum are included in the completed volume of study (30 ECTS per semester). Courses transferred by way of taking into account previous studies and work experience (RPL) are also included in the completed volume of study when it comes to the compensation of study expenses. Optional courses completed in excess of the volume of the curriculum are not included in the completed volume of study when it comes to the compensation of study expenses. In order to have the passed courses included to the curriculum, the modules for the curriculum need to be selected.

If you have obtained less credit points than the required minimum in a full-time Estonian-taught curriculum, you will have to pay the tuition fee on the basis of the credit point price for the credit points you are short of the prescribed minimum volume of study in the previous semester.

Part-time students admitted to an Estonian-taught curriculum must pay for their studies on the basis of the credit point price and the volume of courses registered for at the beginning of the semester. The same applies to students who
- have been deleted from the matriculation register and re-matriculated to the same Estonian curriculum within two years or
- take up studies at the same level of higher education after having studied in a state-funded student place for over half of the nominal study period of their curriculum before the triple nominal study period of the curriculum (double nominal study period in integrated studies) has passed.

Full-time students admitted to an English-taught curriculum must pay the semester fee, unless they have been given the tuition-waiver scholarship. Holders of the tuition-waiver scholarship must follow the same principles as the students enrolled in Estonian-taught curricula (p. 19) and start to pay the tuition fee on the basis of the credit point price if the credit points they have
obtained fall short of the prescribed minimum volume in the previous semester. Part-time students of English-taught curricula can choose whether they wish to pay the semester fee or on the basis of the credit point price and the courses registered for at the beginning of the semester.

**Part-time students admitted to doctoral studies** must pay a semester fee.

The due date for paying the tuition fee is **20 October in the autumn semester and 20 March in the spring semester**. If you study in an English-taught curriculum or in doctoral studies, you can pay the tuition fee for the entire academic year in a lump sum by 20 October.

The tuition fee is paid on the basis of an invoice that the university will send to the student at least 14 days before the due date. The invoice will be sent to the student electronically to their SIS mailbox. In a full-time Estonian curriculum you will have to pay for the credit points short of the volume of study in the previous semesters based on an order of the dean. In part-time studies, English-taught curricula and upon re-commencement of studies, you will have to pay the tuition fee on the basis of a contract for compensation of study expenses.

Students can apply to be released from the compensation of study expenses until 15 Sept (autumn semester) and 15 Feb (spring semester). A document certifying entitlement must be appended to the application.

A full-time or part-time student can be released from the compensation of study expenses if the student has **commenced studies full-time in an Estonian-taught curriculum and**:

- has a moderate, severe or profound disability; and/or
- is a parent or guardian of a disabled child of up to 15 (incl.) years of age; and/or
- is a parent or guardian of a child under the age of seven years; and/or
- studies in the teacher training curriculum and works as a teacher.
A student studying full-time in an integrated Estonian-language curriculum of Medicine, Dentistry or Pharmacy is released from paying the tuition fee during the nominal period of study of the curriculum.

Read the tuition fee payment rules carefully and take your duties and obligations seriously.

For more information, see


Payment of the tuition fee is regulated by the document Conditions of Compensation of Study Expenses in Formal Education available at


FULL-TIME AND PART-TIME STUDIES

Study load means the volume of courses completed during the academic year in credit points. The estimated volume of one academic year is 60 ECTS.

- In full-time studies you complete 75–100% of the prescribed volume of studies each year (45–60 ECTS per academic year).
- In part-time studies you complete 50–75% of the prescribed volume of studies each year (30–44 ECTS per academic year).

In full-time studies you will complete your studies in a shorter period, while in part-time studies you can stretch your studies out over a longer period.

If you are studying Medicine, Dentistry or Pharmacy, you can only study full time: by the end of each semester, you must complete 100% of the volume of the compulsory studies prescribed in the curriculum.

CAN I CHOOSE MY STUDY LOAD MYSELF?

Upon admission to the university you decide whether you want to study full time or part time. In subsequent years you cannot adjust your study load
yourself: you will be transferred to full-time or part-time studies according to the percentage of completion of curriculum. The completion of curriculum is checked at the end of each nominal academic year (two semesters completed) (i.e. the study load is assessed retroactively). A completed semester is a semester where the student has studied for more than a half of the semester (more than 70 days). 30 ECTS is added to the standard volume for each completed semester. If a student is on academic leave and/or extended nominal period of study for more than a half of the semester (more than 70 days), the semester is not considered completed.

To remain in full-time studies, you need to have at least:
- 45 ECTS by the end of the first academic year,
- 90 ECTS by the end of the second academic year and
- 135 ECTS by the end of the third year.

To remain in part-time studies, you need to have at least:
- 30 ECTS by the end of the first year,
- 60 ECTS by the end of the second year and
- 90 ECTS by the end of the third year.

Nominal volume of credit points obtained and minimum volumes by end of nominal year in the course system:

<table>
<thead>
<tr>
<th>academic year</th>
<th>nominal volume</th>
<th>full-time study 75-100%</th>
<th>part-time study 50-75%</th>
</tr>
</thead>
<tbody>
<tr>
<td>year 1</td>
<td>60 ECTS</td>
<td>45-60 ECTS</td>
<td>30-44 ECTS (</td>
</tr>
<tr>
<td>year 2</td>
<td>120 ECTS</td>
<td>90-120 ECTS</td>
<td>60-89 ECTS</td>
</tr>
<tr>
<td>year 3</td>
<td>180 ECTS</td>
<td>135-180 ECTS</td>
<td>90-134 ECTS</td>
</tr>
<tr>
<td>year 4</td>
<td>240 ECTS</td>
<td>180-240 ECTS</td>
<td>120-179 ECTS</td>
</tr>
</tbody>
</table>
WHAT HAPPENS IF I FAIL TO MEET THE STUDY LOAD REQUIREMENTS?

If you fail to meet the requirements of full-time studies, you will be transferred to part-time studies for the next academic year. A student transferred from full-time to part-time studies must pay the tuition fee from the semester of transfer to part-time studies on the basis of the volume of courses registered for at the beginning of the semester. The university and the student sign a contract for compensation of study expenses within three weeks of the transfer to part-time studies.

Once a part-time student has met the requirements for full-time studies, the student will be transferred back to full-time studies. Such a student does not have to pay the tuition fee in the first semester of full-time studies. From the second semester of full-time studies, the student will have to pay the tuition fee for credit points that fall more than 6 ECTS short of the minimum study volume specified by the curriculum.

Students who do not meet the requirements of part-time studies are deleted from the matriculation register due to insufficient academic progress. They can continue their studies as external students (international non-EU students need to consult their coordinator if the immigration laws allow them to hold a residence permit while being an external student).

For more information on the completion of curriculum, see http://www.ut.ee/en/completion-curriculum

REGULAR STUDIES AND OPEN UNIVERSITY STUDIES

In regular studies, the student participates in academic work on a daily basis.

In Open University, the studies are divided into sessions and the emphasis is on the student’s independent academic work. Open University lecture sessions usually take place 3–6 times per semester, on weekends or in the second half of the week.
COURSE SYSTEM AND YEAR-BASED SYSTEM

At the University of Tartu, studies are pursued either in the course system or year-based system, depending on the curriculum.

COURSE SYSTEM
Most students study in the course system, where you draw up your individual study plan by choosing modules. You can take the courses prescribed in the curriculum in the order of your choice, taking into account the prerequisite course requirements established in the curriculum.

WHICH COURSES SHOULD I TAKE AND WHEN?

You can take courses in the order of your choice, but you need to take into account that by the end of the first academic year you must have completed at least 45 ECTS of the courses of your curriculum in full-time studies and by the end of the second academic year at least 90 ECTS of the compulsory courses of your curriculum. Maintaining full time workload is a prerequisite for tuition-free studies in Estonian-taught curricula and in English-taught curricula for the holders of tuition-waiver scholarship.

Before postponing completion of a course forming part of a curriculum, you must find out whether the course will be available in the coming semesters and academic years. You can get information about courses in the Study Information System or from an Academic Affairs Specialist.

YEAR-BASED SYSTEM

In year-based system, courses must be completed in the order prescribed in the curriculum. Before you can transfer to the next year, you must complete the courses of the previous academic year. The year-based system is used in Medicine, Dentistry and Pharmacy.
VACANT STUDENT PLACES AND CHANGE OF CURRICULUM

A vacant student place is filled by an open application procedure within four weeks of the start of the semester.

You can apply for a vacant student place if you are:
- a student applying for a change of curriculum;
- a student applying for a change of study form;
- a student applying for a change of location of studies;
- an applicant for re-matriculation;
- a transferee from another university;
- an external student; or
- a person who has studied in another curriculum of higher education and who has been deleted from its matriculation register or who has completed the courses of a particular curriculum as an continuing education learner.

You can apply for a vacant student place if you are on the list of students of the same year in which a student place becomes vacant. For instance, you can apply for a vacancy in second year if you are a second-year student. A third-year student cannot apply for a vacant student place in second year. A student whose studies have been extended cannot apply for a vacant student place.

The conditions and deadlines of applying for a vacant student place are established in each faculty and college separately. Usually, applicants are ranked on the basis of the total credit points and average grade of their major. To apply for a vacant student place, you need to submit an application to the respective faculty or college.

Note that it is not possible to apply for vacant tuition-waiver place: the scholarships are granted to particular students upon admission and cannot be passed on to others.
STUDYING AS AN EXTERNAL STUDENT

An external student is not a student, but is allowed to complete a curriculum, incl. to take exams and pass-fail evaluations, defend a graduation thesis or take a final exam. You have to pay a tuition fee to study as an external student. The fee is paid on the basis of the credit point price. The dean may release an external student from paying the tuition fee in full or in part for defending the graduation thesis or taking the final exam.

WHO CAN BE AN EXTERNAL STUDENT?

A typical external student is a person who would like to complete their interrupted studies but who cannot apply for re-matriculation because they have been deleted from the matriculation register due to the expiry of the final date of studies or if there are no vacant student places in their curriculum. If an external student has failed in a course four times (three times in the year-based system), the external student does not have the right to apply for the completion of the course as an external student within two years of the last failure.

To become an external student, you need to submit an application to the faculty or college. If you have not studied at the University of Tartu before, you also have to submit the documents of the previous level of education.

More information on payment of the tuition fee for external students:

Conditions of Compensation of Study Expenses in Formal Education
STUDIES

REGISTERING FOR COURSES AND CHOOSING MODULES

You need to register in the Study Information System for all of the courses that you want to take. A student can register for courses in the volume of up to 70 ECTS per semester.

First-year students and (international) visiting students must register for courses within two weeks of the start of the autumn semester. Thereafter registration for courses in the autumn semester starts on 15 May and for courses in the spring semester on 15 December, ending by the start of the respective semester.

During a period of three weeks from the start of registration, registration may be limited to the faculty and form of study. This means that during these three weeks, the students for whom the course is compulsory can register for the course before others. If there are any vacancies after three weeks, other interested students can register for a restricted course.

Deadlines of registration for courses in the 2015/2016 academic year:

- autumn semester
  - for first-year students and visiting students: 14.09.2015
  - for other students of regular study form: 30.08.2015
- spring semester
  - for all students of regular study form: 07.02.2016
  - for newly arrived visiting students: 22.02.2016

More information about registration for courses:

CAN I CANCEL REGISTRATION FOR A COURSE?

By registering for a course, a student assumes the obligation to take an exam or pass-fail evaluation (i.e. final evaluation of learning outcomes) in the course during the same semester and complete a feedback questionnaire on course in the SIS after the completion of the course (on exams and pass-fail evaluations, see p. 31).

A student has may cancel registration for a course before the third study contact (lecture) has taken place. In that case the student has the right to register for another course by agreement with the teacher, provided that the third study contact has not yet taken place in the course.

In other cases, if there is a good reason, the dean may allow cancelling registrations for a course after the general deadline.

If a course is cancelled because the number of registered students is below the minimum number of required participants, you can register for another course by agreement with the teacher in charge within seven days of communication of the decision. The programme manager makes sure that students who have registered for a cancelled course are informed of the cancellation.

CHOOSING MODULES

If there is no later deadline set for a particular curriculum, then by the end of the first semester, bachelor’s students must choose all the modules of their major in the SIS: two base modules, one field module, one specialisation module and one elective module (p.14). By the end of the autumn semester of the second year, all of the modules required for the completion of the curriculum must be chosen.

If a master’s or professional higher education curriculum contains elective modules, students must select in the SIS all the modules required for the completion of the curriculum by the end of the first semester.

Academic Affairs Specialist of your faculty, institute or college can advise on choosing courses and modules.
Choosing courses serves several objectives. For completing the curriculum, the courses taken are included in the completed volume of study. In order to show the courses in the right context of the curriculum (in SIS), the courses must be chosen. The courses passed in the right context of the curriculum are taken in to account when checking upon students’ progress, payment of tuition fee (if applicable) and taking decisions on allocation stipends/study allowances.

**DRAWING UP A TIMETABLE**

When drawing up your timetable, you need to choose and combine compulsory, elective and optional courses.

If you are **studying in the course system** (p. 25), the SIS will show you the recommended specialisation timetables, but you will have to draw up your final timetable yourself. Pay attention to compulsory courses, because the number of compulsory courses completed will be checked at the end of the academic year.

If courses overlap, you will need to choose between them. If you wish to give up a course, check whether it is a compulsory course or a prerequisite for taking another course. If you wish to give up a compulsory course, make sure that it will be offered in the coming semesters or academic years. You can take a prerequisite course and main course in the same semester.

If you study in the **Faculty of Medicine in the year-based system**, the timetable of compulsory courses will be prescribed; you can only add elective and optional courses to it.

When planning the time you will spend studying, take the volume of the course into account. You will need to reserve more time to complete a course of 6 ECTS than for a course of 3 ECTS. Besides attending lectures or practical training, you will spend time on reading teaching materials, writing papers and studying.

**Consistent work during the semester guarantees success in exams.**
For more information on time management, see K. McMillan and J. Weyers’s book “The Smarter Student: study skills & strategies for success at university”

WHEN WILL THE TIMETABLE FOR THE NEXT SEMESTER BE PUBLISHED?
The timetables are available in the SIS from
- 2 May for the autumn semester and
- 1 December for the spring semester.

FINAL EVALUATION (EXAMS AND PASS-FAIL EVALUATIONS)
The preconditions for taking an exam\(^1\) and the principles of grading are specified in the course syllabus. You are allowed to take an exam if you have registered for the course and fulfilled all of the preconditions for taking the exam. If you have not fulfilled the preconditions, you will not be allowed to take the exam and the teacher will record a negative result in the exam minutes.

The exam result may also be based on tests, laboratory work, papers, etc. completed during the semester.

EXAM DATES
During the semester when the course is taught, you can choose between at least two regular exam times. Exam dates are set when drawing up timetables.

DO I HAVE TO REGISTER FOR EXAMS?
Usually you do not have to register for an exam separately. Everyone who has registered for a course is automatically entered in the exam minutes. In case of courses where the number of students is high, the teacher may make it

\(^1\)The same applies to pass-fail evaluations.
obligatory to register for the exam (e.g. to be able to find a suitable room). Then the exam date must be chosen in the SIS at least three days before the exam. In a course with over 60 registered students, registration closes three days before the first exam.

WHEN WILL THE RESULTS BE AVAILABLE?

Exam results are published in the SIS within four working days of the date of an exam or within

- seven working days if 50–80 students took the exam,
- eleven working days if over 80 students took the exam.

At any rate, the exam results must published at least two working days before the resit.

You have the right to access your written exam paper within seven working days of the publishing of the exam results.

WHAT IF I CANNOT TAKE AN EXAM?

If you fail to go to an exam, “not present” will be recorded in the exam minutes. When calculating the average grade, “not present” equals zero and one turn of taking the exam is considered to have been used. You can take a resit in the same semester.

The record “not present” will be removed if you submit a document proving a good reason for missing the exam within five working days of an exam. You need to submit the proof to the dean, the head of institute or the director of college.

If you failed to attend a scheduled exam with good reason, the dean, the head of institute or the director of college may allow you to take the exam and, if necessary, a resit at a time set by the teacher within two semesters following the teaching of the course or, if you pursue your studies in the year-based system, by the beginning of the next semester.
HOW MANY TIMES CAN I TAKE THE SAME EXAM?

In one semester, you can take an exam twice (regular exam and resit). If you fail both, you will not be deleted from the matriculation register, but you will have to re-register for the course in the coming semesters and complete it again. If you decide to complete the course again after the first negative result, you do not have to take the resit. You can take an exam **in the same course up to four times.** After the fourth negative result you will be deleted from the matriculation register.

The **Faculty of Medicine** has different rules. You can take one regular exam in compulsory and elective courses. If the result is negative, you can take two resits. If you fail for the **third** time in the same course, you will be deleted from the matriculation register.

A resit must be taken by the start of the next semester so that the credit points are included in the results of the current semester. If you wish to take a resit, you must **register one day before** the exam. The student does not have the right to retake an exam during the same semester if the student has failed due to academic fraud.

**You cannot retake an exam for which you have already obtained a positive result (incl. a course obtained via RPL) to improve your grade.**

**YOU ARE STUDYING FOR YOURSELF**

The purpose of studying is to obtain knowledge and skills and to develop. Cheating in an exam and asking fellow students for help or submitting someone else’s paper in your name is **unacceptable** at the university and may result in your deletion from the matriculation register.

<table>
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<th>Academic fraud:</th>
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<td>• using materials not permitted in the exam;</td>
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<td>• prohibited exchange of knowledge in the exam (giving or obtaining assistance);</td>
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<td>• taking the exam instead of another student;</td>
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<td>• submitting someone else’s work under your name (plagiarism);</td>
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<tr>
<td>• resubmitting your own paper if you have already obtained credit points for it.</td>
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In the academic world it is important to acknowledge other people’s knowledge and discoveries. Publishing another person’s writings or part of them in your name and presenting other people’s research findings in your name without referring to the source is creative theft or plagiarism. In the event of academic fraud, the dean must reprimand the student or ask the Vice Rector for Academic Affairs to delete the student from the matriculation register. The author of a work is responsible for avoiding plagiarism. Therefore the student must know the rules applicable to using sources. You can find instructions on proper referencing on the websites of faculties and colleges.

In autumn 2013, the university introduced a plagiarism detection system that compares students’ graduation theses with other sources and identifies non-referenced repetitions.\(^2\)

**RECOGNITION OF PREVIOUS LEARNING AND WORK EXPERIENCE (RPL)**

One of the main ideas behind an output-based curriculum is that the same learning outcomes can be attained in various ways. In other words, it is attaining the learning outcomes that is important, not where or how it has been done.

Therefore, it is possible to apply for the recognition of previous studies and work experience in the completion of a curriculum. You can apply for the recognition of

- previously completed studies and/or studies completed in another educational institution,
- in-service training and/or
- knowledge and skills obtained from work and other experience (independently).

The recognition of previous studies and work experience for the completion of a curriculum is not limited, but it cannot be used as an alternative to final

\(^2\) The plagiarism detection system was developed in 2012 jointly with the Estonian Information Technology Foundation and other public universities.
exams or graduation theses. This does not mean that anything can be taken into account – the learning outcomes must match the curriculum! Therefore, before applying to have previous studies or work experience taken into account, examine the learning outcomes of the curriculum, module and course and assess the previously acquired knowledge and skills on the basis of these. Self-analysis plays a great role in applying for the RPL.

There may be courses in the curriculum that cannot be taken into account by way of RPL. Information about this is available in the general information of the course in the SIS.

In the RPL process, single courses or an entire module can be taken into account upon completing the curriculum. The learning outcomes of a course or an entire module may have been attained earlier in a number of ways, e.g. one learning outcome may have been acquired in the course of previous studies, while another has been acquired independently. In this case, it is a combined application. Also, several previously completed courses or multiple in-service training courses may combine into one course included in the curriculum, provided that the learning outcomes match.

RPL is voluntary. Every student has the right to complete all courses or apply to have previous studies taken into account. Courses completed during previous studies at the University of Tartu are not transferred automatically.

When submitting an application, consider the advantages and disadvantages of RPL. Advantages include the time saved, but disadvantages may include the lack of opportunity to learn from the experience of fellow students or not gaining new knowledge required in further studies.

To have your previous studies and work experience taken into account, submit an application along with any annexes and evidence to the dean’s office of your faculty or to your college. Evidence may include a certificate, an extract of study results, a diploma, a study file, creative work or similar.

Every curriculum has an RPL committee that reviews applications and makes a decision within one month of their submission. The committee makes an individual decision about each application in terms of how much of your
previous experience is taken into account. If necessary, the committee will ask for additional documents or invite you to an interview.

Applicants are responsible for the sufficiency of their RPL applications and evidence.

More information on RPL

DELETION FROM THE MATRICULATION REGISTER

Deletion from the matriculation register means exclusion from the list of students. This is done:

- if the student has **completed the curriculum** in full (usual graduation);
- if the student studying in a joint curriculum has been deleted from the matriculation register of the university coordinating the joint curriculum;
- at the student’s **own request** (the reason must be indicated in the application);
- if the student is matriculated to another student place of the same level of tertiary education;
- **if the final date** of studies has expired;
- if the student has **failed to pay the tuition fee by the due date**;
- if a first-year student **has not registered for courses** within the first two weeks of the academic year;
- if a part-time student (except doctoral student) has not registered for courses (excl. graduation thesis or exam) without a good reason within the first two weeks of the semester;
- due to **immoral behaviour** (academic fraud, wilful criminal offence, forgery of documents or serious violation of academic customs);
- if a student sent to Estonian language intensive programme fails to complete the programme by the end of the nominal period of study; or
- **due to insufficient academic progress**.
A student is deleted from the matriculation register due to **insufficient academic progress** if:

- the student earned less than 15 ECTS in the first semester of the first year in full-time studies (except in doctoral studies);
- a part-time student has not completed the curriculum to the minimum extent by the end of the nominal academic year;
- the student has obtained a **negative result** in the same course **four times** (incl. “not present” without good reason;
- the student has received a negative result twice for the **final exam** or the **graduation thesis**; or
- a doctoral student has failed attestation.

In the **Faculty of Medicine**, a student is deleted from the matriculation register if:

- the student has completed less than **100%** of the volume of compulsory courses;
- the student has received a negative result in the same compulsory or elective course **three times**.

For more information about deletion from the matriculation register, see [http://www.ut.ee/en/exmatriculation](http://www.ut.ee/en/exmatriculation)

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**REMATRICULATION**

**Rematriculation** is the re-inclusion of a person on the list of students. Rematriculation is possible if the desired curriculum has a **vacant student place** (on filling vacant places, see.

**WHAT ARE THE CONDITIONS OF REMATRICULATION?**

A student can be rematriculated for the **same curriculum** that they were matriculated for at the time of deletion from the matriculation register as a student of the same or next semester of the same or next academic year. For
instance, if a student was deleted from the matriculation register at the end of the spring semester of the second year, through rematriculation the student can apply for vacancies in the spring semester of the second year or autumn semester of the third year (provided that the student has enough credit points).

If a student was deleted from the matriculation register because of insufficient academic progress, the student must clear the academic debt (e.g. as an external student) before applying for rematriculation: complete the curriculum in the minimum allowed workload and/or get a positive result in a subject where the student received a negative result four times.

A student who has been deleted from the matriculation register due to failure to pay tuition fees cannot apply for rematriculation before the overdue fees have been paid.

If a student has been deleted from the matriculation register due to immoral behaviour, the student cannot apply for re-matriculation until one year has passed.

A person who has been deleted from the matriculation register due to the expiry of the final date of studies cannot be re-matriculated, but can complete studies as an external student.

For more information about rematriculation, see http://www.ut.ee/en/rematriculation

CONTESTING DECISIONS RELATING TO ORGANISATION OF STUDIES

If you disagree with a study organisation-related decision regarding you, you can contest it.
To contest a decision (except the grade of a graduation thesis or final exam – see below), you have to **address the decision-maker** first and challenge the decision either in writing or orally **within seven days** of the communication of the decision.

If the result of contestation does not satisfy you, you can file an appeal with the **dean** or college director **within seven days** of being informed that the decision will not be changed. A response will be given within 14 days.

To contest the decision of the dean or college director, you can submit an appeal to the **Appeals Committee** within 30 days after the announcement of the contested decision. The appeal must be submitted to the **secretary of the Appeals Committee**, i.e. the legal counsel for academic affairs.

**CONTESTING THE GRADE OF A GRADUATION THESIS OR FINAL EXAM**

To contest a grade received for a final exam or graduation thesis, submit a written appeal to the **dean or college director within two working days** of the announcement of the results. The dean or college director will convene a committee with new members to hear the appeal within seven days of receiving the appeal. The committee will resolve the appeal within seven days from the convening of the committee. The decision of the committee can be appealed by filing an appeal with the **Appeals Committee** within 30 days.

**CONTESTING A DECISION REGARDING TUITION FEE**

To contest a decision regarding the tuition fee, file a written appeal with the **dean** within seven days of the communication of the decision. The dean will communicate their reasoned decision to the student within seven days of the filing of the appeal. To contest the decision of the dean, an appeal can be filed with the **Vice Rector for Academic Affairs**.
STUDY INFORMATION SYSTEM (SIS)

The Study Information System or SIS is the official environment for the exchange of study organisation information of the University of Tartu.

In the SIS you can:
- view the academic calendar;
- register for courses;
- register for tests, exams, pass-fail evaluations and resits;
- use your personal course schedule and exam schedule;
- use teaching materials uploaded to a course;
- view the results and average grades of your studies;
- register for curricular modules and follow the completion of your curriculum;
- update your contact details;
- submit applications for study allowances;
- access documents concerning you (about granting academic leave, extending the period of study, granting scholarships, etc.);
- upload documents relating to attestation (doctoral students);
- fill in feedback questionnaires (first-year students’ feedback, teaching and course feedback and final-year students’ feedback);
- vote in Student Council elections and in elections of student representatives to the faculty council; and
- view messages sent to your inbox via the SIS and send messages to other SIS users.

The SIS is used by the majority of the members of the university, incl. teaching staff and academic affairs specialists. SIS user rights depend on the duties, tasks and functions of the employee: not all employees can access any data. When using the SIS, please note that it is the official study information exchange environment: for instance, if you wish to upload your picture, make sure it is appropriate.

The website of the SIS is http://ois.ut.ee/
You can log in to the SIS using your central university username and password (for more information on becoming a user of the computer network of the University of Tartu), your ID card or mobile ID.

You can also use mSIS, the mobile version of the SIS, and an Android app that allows you to
- read messages sent to your inbox via the SIS (only in mSIS) and
- view your study results, timetable and the location of academic work on a map.

The website of the mSIS is [https://m.ut.ee/](https://m.ut.ee/)
The Android app is available at [https://play.google.com](https://play.google.com)

**ADDITIONAL RIGHTS AND DUTIES**

**CONTACT WITH THE UNIVERSITY**

During your studies it is important that the communication between you and the university functions as smoothly as possible.

You will be informed of orders concerning you (e.g. transfer from one year to another, granting of academic leave and extension of study period) and of other issues concerning your studies (the absence of a teacher due to illness, group work topics, etc.) via the SIS. Messages are sent to your SIS electronic inbox (the Notifications module on the opening page of the SIS), with which the university considers the messages delivered.

If necessary, the university will contact you by phone.

You should regularly check your SIS mailbox, because the information contained there is important for you.
Update your SIS contact details whenever these change. If you fail to do so, the university cannot contact you in events where it may be very important to you. Note that Personal_identification_code@eesti.ee is not a suitable email address, because it is meant as an official communications channel between the state and the user. The messages sent by the University of Tartu to such an address will not reach the recipient, but be bounced back to the sender.

All University staff have university email addresses following the pattern givenname.surname@ut.ee. If you write to a university employee, add your name, curriculum and the year of your studies to the end of your email. Then the employee can assist you more easily.

When communicating with a university employee, do not forget to add your name, curriculum and year of studies to the email. Otherwise, the employee may not respond, because they simply do not know who an email address such as pussycat@gmail.com belongs to.

GIVING FEEDBACK

The university regularly asks its students for feedback via surveys to learn about teaching, curricula, organisation of studies, support services, etc. The feedback is taken into account to improve teaching and learning activities. For a teacher, your feedback gives information on how to improve teaching, while programme managers, deans and other managers obtain information on what must be adjusted in the content and structure of curricula, organisation of studies, student counselling, etc. Feedback results are also used in planning the in-service training of teachers and in re-electing teachers. Surveys are usually carried out via the SIS and are anonymous.

Active and constructive feedback by students is necessary and welcome in improving the quality of studies at the university.

FEEDBACK ON TEACHING AND COURSES
As a student, you have the chance and the duty to give feedback on **at least four courses** each semester (one course in doctoral studies) by filling in a feedback form on teaching and courses in the SIS at the end of the semester. If you have registered for fewer than four courses in a semester, you will need to assess all of them. You can give feedback on more than four courses until the end of the semester. If you do not give feedback on the previous semester’s courses, your SIS user rights will be restricted after the official end of the semester until you have given feedback on the prescribed number of courses. Responses to the questionnaires are anonymous and the teacher will see the feedback to their course only in a generalised manner after the semester. You are asked to evaluate only one teacher in connection with each course, but if you wish, you can give feedback on all of the teachers involved in a course.

On the basis of teaching and course feedback, three best teachers from each faculty and college of the University of Tartu will be selected, four best of whom will receive the Teacher of the Year award.

**Where can I see the feedback given on courses in previous semesters?**

A summary of the results of multiple-choice questions on teaching and course feedback and advice for future students is available to all SIS users next to the course syllabus and on the course registration page.

**How is the feedback of students taken into account?**

In accordance with the procedure for asking and taking into account feedback in degree studies, the dean or college director discusses the results of the teaching and course feedback survey in the council of the faculty or college and submits a report that contains an assessment of the students’ feedback and an action plan for elimination of defects detected with the help of the feedback survey.

**FEEDBACK FROM FIRST-YEAR STUDENTS**

First-year students are asked to give feedback in the spring semester to identify sources of information relating to admission to the University of Tartu, their satisfaction with the organisation of studies and counselling in the first few months, their adaptation to university studies, etc.
FEEDBACK FROM FINAL-YEAR STUDENTS

Students in their final year are asked for feedback on the entire curriculum, organisation of studies and support services. The survey is conducted in the spring semester. The final-year students’ feedback results are available in the SIS on the page of the general details of the curriculum via the feedback link.

In addition to giving feedback, students can have a say in the organisation of studies and curriculum development and contribute to decisions via decision-making bodies and programme councils.

You can get more information on giving feedback by writing to tagasiside@ut.ee

General information about feedback to courses

http://www.ut.ee/en/studies/study-regulations/evaluation

During the academic year, you can give feedback using the form on


Your feedback will be helpful if it is well-considered, polite and constructive.
STUDY ALLOWANCES

There are six types of study allowances funded by the state:

- **needs-based study allowance** (75 euros, 135 euros or 220 euros per month);
- **needs-based special allowance** (135 euros per month);
- **achievement stipend** (100 euros per month);
- **specialisation stipend** (160 euros, 240 euros or 300 euros per month);
- **allowance for students with special needs** (depending on the degree of severity and type of the disability 60–510 euros per month);
- **allowance for students who have used the substitute home service or have been in foster care** (160 euros per month);
- **doctoral allowance** (422 euros per month).

The **needs-based study allowance** is financial support based on the person’s financial situation and is designed to cover expenses relating to the acquisition of higher education. You can apply for the needs-based allowance if you study **full time** and has **completed at least 75% of the volume of study for**) or study full time in the first semester. The receipt and amount of the needs-based allowance depends on the average income of the student and their family members in the previous calendar year. Applications can be submitted throughout the semester. The allowance is paid from the month of submitting the application.

You can apply for the needs-based study allowance in the state portal that can be accessed using the Estonian ID card, mobile ID or via an internet bank. [www.eesti.ee](http://www.eesti.ee)

If the state portal contains an error regarding the study load you have completed, contact the student advisor. If the study load and volume do not meet the application criteria, you cannot submit an application.
The needs-based special allowance is targeted to the students who had received a negative decision on the application for needs-based study allowance due to the reason that the monthly income of family members had exceeded the established maximum limit, yet in the last three months the income has dropped significantly. Applications can be submitted throughout a semester. The allowance is paid from the month of submitting the application.

You can apply for the needs-based special allowance at the university. Application and relevant documentation can be taken to:

Ülikooli 18 – 131  (main building)
Tuesdays and Thursdays 9.00 – 12.00 and 13.00 – 16.00
eritoetus@ut.ee

The purpose of the achievement stipend is to support students who achieve excellent study results and complete the curriculum in full. You can apply for the achievement stipend if you study full time and have **cumulatively completed the full volume of study prescribed in the previous semesters** (30 ECTS per semester). The volume of curriculum completed by way of RPL is not counted towards completing the curriculum. Eligible students can apply for the achievement stipend starting from the second semester via the Study Information System (SIS). The application must be submitted again each semester.

The purpose of the specialisation stipend is to motivate students to study full time in areas of priority for the state. Specialisation stipends can be applied for starting from the first semester. Specialisation stipends are divided into three:

- Teacher training specialisation stipend – administered by the Ministry of Education and Research in cooperation with the Foundation Archimedes (to be applied for from the named foundation)
- Specialisation stipends funded by IT Academy
- Specialisation stipends funded by the European Social Fund
The purpose of the **allowance for students with special needs** is to support students with special needs upon acquisition of higher education. Students with special needs can apply for the allowance from the **first semester**. To apply for the allowance, the student must submit an application **once an academic year**. The allowance is granted for **ten months at a time**. This allowance can also be applied for and received during the academic leave and in part-time studies.

The purpose of the **allowance of students who have used the substitute home service or have been in foster care** is to support the acquisition of higher education of full-time students who live or have lived in the substitute home or have been in foster care and who are matriculated **no later than three years** after the acquisition of secondary education or who continue studies in a master’s curriculum less than 12 months after completing the professional higher education or bachelor’s studies. Eligible students can apply for the allowance from the **first semester**. To apply for the allowance, the student must submit **an application once an academic year**. The allowance is granted **for ten months at a time**.

**Doctoral allowance** is meant for full-time doctoral students who have been positively attested and whose nominal period of study has not ended.

### OTHER SCHOLARSHIPS

In addition to study allowances, you can apply for non-state scholarships managed by the University of Tartu Foundation, institutions belonging to various student corporations, foreign organisations and other institutions.

**WHO ARE THE SCHOLARSHIPS FOR?**

Non-state scholarships are usually aimed at pursuing research in a particular field and the prerequisite for applying for them is good grades or excellent results in research. Quite often, social activeness and participation in the work of student corporations, clubs or other organisations is important as well.
HOW IS THE AVERAGE GRADE CALCULATED?

For allocation stipends, ranking is often compiled based on applicants’ average grades. The University of Tartu uses two ways of calculating the average grade: weighted average and arithmetical average.

The weighted average grade is calculated on the basis of exam grades as well as the credit points received for courses. The grade for a course that gives more credit points has a greater weight (for instance, an A received for a course worth 4 ECTS has twice the weight of an A received for a course worth 2 ECTS).

For more information on the calculation of the average grade, see [http://www.ut.ee/en/average-grade](http://www.ut.ee/en/average-grade)
ACADEMIC LEAVE

Academic leave is a period during which a student is released from the obligation to undertake study and research work. Academic leave is granted:

- at the student’s request, once per level of study for up to one year;
- for health reasons, for up to two years (on the basis of a doctor’s certificate);
- upon commencement of service in the Defence Forces, for one year (on the basis of a summons to serve in the Defence Force); or
- to take care of a child, until the child reaches the age of 3 years (can be applied for from the 7th month of pregnancy).

WHO IS ELIGIBLE FOR ACADEMIC LEAVE?

Students of the first semester can only take academic leave for health reasons, commencement of service in the Defence Forces or to take care of a child of under 3 years of age. As of the second semester, students can go on academic leave at their own request. During the extension year, you cannot go on academic leave at your own request (possible for taking care of a child, health reasons or commencement of service in the Defence Forces).

To apply for academic leave, you need to submit an application to the dean of the faculty or to the college director.

CAN I PARTICIPATE IN STUDIES DURING ACADEMIC LEAVE?

Once you go on academic leave at your own request or for health reasons, you cannot participate in studies or take exams. The university will cancel the course registrations of students who go on academic leave for the aforementioned reasons.

If you are on academic leave for commencing service in the Defence Forces or for taking care of a child, you are allowed to participate in studies. To cancel
course registrations you will need to make the respective note in your academic leave application.

In addition, a person with a moderate, severe or profound disability (or a parent or guardian of a disabled child of up to 15 (incl.) years of age) is allowed to participate in studies during academic leave.

Students are not transferred to the next year during academic leave. The date of completion of a student’s studies is postponed by the period of time spent on academic leave.

For more information about academic leave and the respective form, see [https://www.ut.ee/en/studies/study-regulations/academic-leave](https://www.ut.ee/en/studies/study-regulations/academic-leave)

**PAYMENT OF TUITION FEE DURING ACADEMIC LEAVE**

A full-time student studying in an Estonian-taught curriculum or an tuition-waiver scholarship holder in an English-taught curriculum must compensate the study expenses when going on academic leave in the middle of the semester on the basis of the number of credit points falling short of the threshold prescribed in the previous semester. There is no obligation to pay the tuition fee for the ongoing semester after terminating the academic leave if you paid the fee for the last semester completed. If the student is on academic leave less than ten study weeks (less than 70 days) in a semester, the semester is considered completed. Tuition fee for the semester must be paid in the next semester, when the student is no longer on academic leave and if the prescribed volume of study is not completed. Thus, pay attention to the dates when taking academic leave.

Part-time students studying in an Estonian curriculum, full- and part-time students studying in an English-taught curriculum and part-time doctoral students will have to compensate their study expenses if the academic leave starts after the due date of the payment of the tuition fee. If the academic leave ends before the due date, the student must pay the tuition fee for the
current semester. If the academic leave ends after the due date, the student does not have to pay the tuition fee for the current semester.

For more information on payment of tuition fee during academic leave, see

**Conditions of Compensation of Study Expenses in Formal Education**

### STUDYING IN ANOTHER ESTONIAN HIGHER EDUCATION INSTITUTION AS A VISITING STUDENT

Students of the University of Tartu can study in another Estonian higher education institution for **up to one year as a visiting student**.

In Estonia, the University of Tartu has student exchange agreements with
- Estonian University of Life Sciences
- Tallinn University of Technology
- University of Tallinn
- Estonian Academy of Music and Theatre
- Estonian Academy of Arts
- Estonian Aviation Academy
- Tartu Art College
- Institute of Theology of the Estonian Evangelical Lutheran Church
- Tartu Theological Seminary

### DO I HAVE TO PAY A FEE AS A VISITING STUDENT?

*You do not have to pay any separate fee* for studies as a visiting student at the **higher education institutions mentioned above**. At **other higher education institutions** you will have to pay for your studies according to the **tuition fee procedure** of the host institution.

### WILL THE COMPLETED COURSES BE TAKEN INTO ACCOUNT AND HOW?

Courses completed as a visiting student can be taken into account in the completion of your curriculum. Before the start of studies as a visiting student, draw up a visiting student study plan, indicating the courses that you wish to
complete at the other institution (add the syllabi of the courses) and the courses contained in the curriculum which you wish to replace. The RPL Committee will review and approve the study plan. Thus you will know before taking courses in another Estonian higher education institution which courses will be considered compulsory and which optional.

If you did not fill in a study plan before going to study as a visiting student, you have to submit an RPL application for recognition of the completed courses. Study results transferred on the basis of the study plan and the RPL will be taken into account upon calculation of the tuition fee towards completion of the study volume of the current semester, if the date of making the corresponding RPL decisions is during the semester of the course. If the date of adopting the RPL decision is during the next semester, the study results will be considered in the next semester.

You will find the application form for recognition of previous studies at www.ut.ee/en/RPL

STUDYING ABROAD AS AN EXCHANGE STUDENT

A semester or an academic year at a foreign university is becoming an ordinary part of university studies. You can go to study abroad on your own, but a simpler and usually also less expensive way is to seize the opportunities offered by the university, i.e. as an exchange student. As an exchange student, you remain a student of the University of Tartu and at the same time can study for a semester or an entire academic year at a foreign university.

First-year bachelor’s students cannot study abroad in the first semester.

HOW TO GO ABROAD AS AN EXCHANGE STUDENT?

Usually, applying for study abroad has two steps: options are announced by the university and the students are nominated either by a centrally functioning committee or by an academic unit (depending on an offer). Once selected by the University of Tartu, the requirements set by a foreign university need to be met, and the foreign university takes a final decision. In addition to study abroad programmes announced and coordinated by the university, the
Foundation Archimedes also coordinates some programmes on their own. Each study abroad offer contains a list of documents required for application and also indicates to whom and in which format the documents need to be submitted.

A letter of motivation, a letter of recommendation, a certificate of study results, a language skills certificate and a CV are most commonly sought. You should start planning early. Usually, competitions take place one academic year or semester before the commencement of studies abroad. Often the most time consuming part of application is to have an appropriate language test report ready on time and also collecting information from a foreign university, either via websites or direct contacts, about the courses and a language of instruction.

Usually there is no tuition fee when studying abroad as an exchange student. Still, the students are requested to find out, as early as possible, whether a particular offer also contains a stipend and/or free accommodation. The information on study abroad options announced by the University of Tartu is available on:

http://www.ut.ee/en/studies/studyabroad/competitons-currently-open
www.facebook.com/utvalismaale

COMPLETING COURSES AT A FOREIGN UNIVERSITY

When planning studies at a foreign university as an exchange student, bear in mind that the period abroad remains part of your studies here, i.e. your studies at the University of Tartu will not stop and your performance at the foreign university affects the completion of your curriculum as well as your academic achievement. Therefore it is very important to know the usual rules governing studies: make sure you have read the sections of the Study Regulations regarding studies abroad and the rules of choosing and agreeing on courses. If you go to study abroad for at least three months, you must complete at least 15 ECTS worth of courses at the foreign university per semester and complete field training or carry out research (doctoral students) and apply for their recognition in the completion of your curriculum.
Before commencing studies abroad, you must have the RPL committee assess the suitability of the courses you wish to take at the foreign university to the curriculum of the University of Tartu.

- First, fill in your **study plan**, indicating the courses that you wish to complete abroad and the courses provided in the curriculum that you seek to replace. You must submit the study plan to your faculty/college and the RPL Committee will approve it. This may take up to two weeks. Like that, you will know before the start of your studies abroad which courses will be accepted as compulsory and which will be accepted as optional.
- **On the basis of the approved study plan**, prepare the **Learning Agreement** that must be signed by you, your home university and the foreign host university. Via the Learning Agreement the foreign host university will obtain an overview of your plans regarding your studies and assurance that you have discussed them with your home university.
- Submit the **Learning Agreement signed by all parties to the faculty/college before the start of the studies abroad.** After that you will be registered as a student studying abroad.

If you have to change any chosen courses, coordinate that with your home faculty/college at the start of your studies abroad: submit a revised study plan to the faculty/college (with added courses) and after that submit the amendment to the Learning Agreement.

**PRACTICAL TRAINING ABROAD**

If **practical training** is part of your **curriculum**, this can be also done abroad. You can go to any enterprise or organisation (incl. a higher education institution) whose field of activity and profile are suited to the requirements established for the specific curriculum of the University of Tartu. The University of Tartu publishes international practical training offers in the Student Web and on Facebook.
The scholarships offered by the University of Tartu can be used when the training abroad is taken into account in the completion of the curriculum here. The content of the practical training must be agreed with the curriculum’s programme manager or with the instructor of the practical course and the place of training beforehand. To this end, a tripartite practical training agreement is signed, on the basis of which the student is registered as a student studying abroad for the purpose of completing practical training.

The largest programme supporting practical training in Europe is Erasmus that mostly offers practical training scholarships for 2–4 months. There are two calls of applications per academic year. Erasmus can also support practical training abroad taking place within 12 months after the graduation.

**POSSIBILITY TO EXTEND STUDIES AFTER STUDIES ABROAD**

If you were matriculated in or after the academic year 2013/2014, your nominal period of study will be extended by the number of semesters spent abroad if you studied at a foreign university for at least three months of the semester and the courses completed there were taken into account upon completing the curriculum to the extent of 15 ECTS. In that case, the requirement of completion of the curriculum will not be applied in calculating the tuition fee in the semesters of study at the foreign university or in the semester following studies abroad. The extension of the nominal study period will be formalised once the student has returned from the foreign university and the courses completed there have been transferred.

**STUDYING ABROAD AND TUITION FEES**

Full-time students studying in an Estonian-taught curriculum and students holding the tuition-waiver scholarship in an English-taught curriculum (excl. doctoral students) will not have to pay tuition fees for the time spent studying abroad. Part-time students studying in an Estonian-taught curriculum (excl. doctoral students) and students studying in an English curriculum subject to tuition fees must pay 30% of the contractual tuition fee for the period of studying abroad. The basis for invoicing is the number of credit points transferred from the foreign university (30% of the price of the credit points).
The student will be released from paying the tuition fee if they were charged a tuition fee at the foreign university.

You can get more information about studying abroad as an exchange student at the annual information days (usually organised twice a year) and from the **International Student Service** of the Office of Academic Affairs.

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<th>Time</th>
<th>Address</th>
<th>Website</th>
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**Jaanika Haljasmäe**  
Erasmus Programme Institutional Coordinator  
Ülikooli 18-132, Tartu  
Phone 737 5151  
erasmus@ut.ee

**Kristina Hermann**  
Student Exchange Coordinator  
Ülikooli 18-132, Tartu  
Phone 737 6270  
kristina.hermann@ut.ee

**Egle Rummel**  
Traineeship Coordinator  
Ülikooli 18–134, Tartu  
Phone 737 6019  
egle.rummel@ut.ee

### EXTENSION OF STUDIES

You can apply for an **extension of studies** (the postponement of the final date of your studies) of **up to 12 months** if you study full time. A part-time student can extend their studies by up to 12 months or to the extent of the time studied in part-time studies by up to one academic year at a time, provided that the time studied in part-time studies exceeded one academic year.
Studies are extended on the basis of the student’s application. The application must be submitted to the dean’s office or to the college office before the expiry of the final date of the studies.

If you graduated from an upper secondary school where the language of instruction was not Estonian but participated in the intensive Estonian language course at the UT, the final date of studies will be postponed by the time spent learning Estonian, in accordance with the volume of the completed language training. If the volume of the language training was 6–30 ECTS, the period of study will be extended by six months. If the volume of the language training was 60 ECTS, the period of study will be extended by one year. The extension of the nominal period of study will be formalised at the end of the nominal period of study of the curriculum if the student has completed Estonian studies in full.

DO I HAVE TO PAY FOR THE EXTENSION OF MY STUDIES?

In the first extension semester, a full-time student studying in an Estonian curriculum will pay the tuition fee for each missing credit point short of the prescribed number of credit points to be obtained under the curriculum.

A part-time student studying in an Estonian curriculum pays on the basis of the volume of credit points registered upon extension of the studies.

Upon extension of studies, a student studying in an English-taught curriculum will pay, based on their own choice, the tuition fee as the semester fee or on the basis of the number of registered credit points. The choice of the mode of payment of the tuition fee must be submitted in writing along with the application for extension of studies.

For information on payment of the tuition fee and relevant regulation, see

STUDY LEAVE

In accordance with the Adult Education Act, a working student may apply to their employer for a study leave.

You can get study leave for up to 30 days per calendar year on the basis of a certificate of the education institution (confirmation of study). In the certificate issued by UT, there is a notification on academic leave. An employer has the right to decline a request for study leave if the studies have been stopped because of the academic leave. You can get an additional 15 days of study leave to complete degree studies (write the graduation thesis). The corresponding certificate can be issued by the dean’s office of the faculty or by the college office.

COUNSELLING

STUDY ORGANISATION-RELATED COUNSELLING

The most important legislation of the University of Tartu regarding studies and students is the Study Regulations that you will find on http://www.ut.ee/en/organisation-

As a student, you must know the Study Regulations and be aware of any amendments to them.

If you cannot find an answer in the Study Regulations, ask for help from the Academic Affairs Specialists at your dean’s office, institute or college. See p. 74 of this booklet or http://www.ut.ee/en/contact to find the contact details of the dean’s offices of faculties and colleges.

Besides the Study Regulations, there is other legislation that concerns studies and students:

• Statutes of Curriculum (describing the structure of curricula);
• Conditions of Compensation of Study Expenses in Formal Education;
• Conditions of and Procedure for Recognition of Previous Studies and Work Experience in Formal Education;
• and others.


If you have any questions concerning the organisation of studies, you can also ask the Student Advisors of the Office of Academic Affairs.

Ms Kadri Sulg
Ülikooli 18–131, Tartu
Mon-Fri 9:00-16:00
Phone 737 5622
noustaja@ut.ee

**TUTORS**

A tutor is a student volunteer who has undergone special training and assists first-year and international students at the start of their studies at the University of Tartu and in familiarising themselves with student life during the first semester.

Tutors are introduced at the opening ceremony of the academic year and at the orientation course for international students. In the first few weeks of the academic year they give tutor lessons introducing the timetable, procedure and options for registering for courses, procedure for taking exams and many other things that are important to students.

**WHAT CAN A TUTOR HELP ME WITH?**

You should contact a tutor if you need information about:

• the organisation of studies;
• how to plan your studies;
• support services;
• where to find information in the event of problems;
• what the rights and duties of students are; and
• how to operate in the SIS.

For more information about tutors, see http://www.ut.ee/en/prospective-students/about-tutoring

or contact the Student Advisor

Liana Martin
Ülikooli 18–131, Tartu
Mon-Fri 9:00-16:00
Phone 737 5627

COUNSELLING STUDENTS WITH SPECIAL NEEDS

Students with special needs are students whose physical or psycho-social special needs call for changes or adjustments to the content of studies, work organisation or study environment.

The University of Tartu supports students with special needs upon admission, participation in studies, acquisition of learning materials and creation of a suitable social and physical environment.

The objectives of providing support services are to help students with special needs to cope independently, to support their social integration and equal opportunities and to promote their effective involvement in studies.

RELEASE FROM TUITION FEES

A student who was matriculated in or after the 2013/2014 academic year and has a moderate, severe or profound disability or is a parent or guardian of a
disabled child of up to 15 (incl.) years of age will be released from tuition fees on the basis of the student’s application in either full-time or part-time studies, provided that the student commences studies full-time in an Estonian-taught curriculum.

Students can apply to be released from tuition fees until 15 September (autumn semester) and 15 February (spring semester).

STUDIES DURING ACADEMIC LEAVE

In general, students matriculated in or after the 2013/2014 academic year do not have the right to complete the curriculum while on academic leave. However, a student with a moderate, severe or profound disability or a student who is a parent or guardian of a disabled child of up to 15 (incl.) years of age retains the right to study during academic leave.

SCHOLARSHIP FOR STUDENTS WITH SPECIAL NEEDS

The purpose of the scholarship for students with special needs is to support students with special needs upon the acquisition of higher education. The scholarship for students with special needs can be applied for from the first semester - until 15 February. To apply for the scholarship, an application must be filed once an academic year and the scholarship is granted for ten months at a time. The scholarship for students with special needs can also be applied for and received during the academic leave, in part-time studies and during the period of extension. In such an event, the amount of the scholarship is differentiated on the basis of the volume of curriculum completed by the student. A student in part-time studies receives the scholarship for students with special needs during the double nominal study period of the curriculum. The amount of the scholarship for students with
special needs is **60–510 euros per month** depending on the degree of severity and type of the disability.

### SUPPORT STUDENTS

As of the 2009/2010 academic year, the University of Tartu has support students who assist fellow students with special needs. These support students are volunteers who are prepared to help those in need. Their help need not be enormous: a small deed will do, such as fetching a book from the library. The support students refine their skills at annual training events organised specially for them.

<table>
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<tr>
<th>Students with special needs and others interested in the subject can get information from the mailing list (in Estonian)</th>
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<tr>
<td><a href="mailto:ut.erivajadused@lists.ut.ee">ut.erivajadused@lists.ut.ee</a></td>
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</table>

You can also seek information from the Student Advisor

**Liana Martin**

Ülikooli 18–131, Tartu

Phone 737 5627

noustaja@ut.ee
PSYCHOLOGICAL COUNSELLING

Psychological counselling is designed to support students in difficulties they may face in their studies and personal lives. All students from the University of Tartu can get psychological counselling, incl. students from the Pärnu and Narva College and Viljandi Culture Academy.

The Student Psychologist provides assistance in the event of questions or problems in connection with:

- communication and relationships;
- self-assertion;
- self-esteem;
- adapting to new environments and excessive stress;
- depression or being tired of life;
- excessive worrying and anxiety;
- exam or public speaking stress;
- motivation to study and use of time; and
- difficult events or experiences in life.

Register for psychological counselling by sending an email or calling the following number.

Phone 737 6211
psyhholoog@ut.ee
Ülikooli 18–137, Tartu

CAREER COUNSELLING

Career counselling helps students make decisions related to their work and education, plan and develop their career and develop their job search skills. All students from the University of Tartu can get career counselling, incl. students from the Pärnu and Narva College and Viljandi Culture Academy.

A Career Service Coordinator helps students:

- make the choice of their specialisation and make decisions related to their further education plans;
• **better understand themselves** (incl. analysing their knowledge, abilities, skills, interests, values, needs and characteristics);
• **see and evaluate the real situation** (incl. study and work opportunities);
• **planning working life** (incl. applying for a job, drawing up documents and preparing for a job interview);
• **if necessary, re-evaluate the situation** and make new choices and decisions.

Register for career counselling

Phone 737 6084, 737 6205
career@ut.ee
www.ut.ee/career

**BUSINESS COUNSELLING**

In **business counselling**, students receive assistance in analysing business ideas and creating and developing a business. All students from the University of Tartu can get business counselling, incl. students from the Pärnu and Narva College and Viljandi Culture Academy.

The **business counsellor helps the student:**
• analyse the business potential of business ideas;
• analyse feasibility and plan business; and
• develop a business.

Register for counselling

Phone 737 4810
aivar.pere@ut.ee
Skype: aivar.pere.UT
www.ut.ee/career
TRAINING FOR STUDENTS

In addition to counselling, students can attend seminars and training in self-analysis and coping, organisation of studies, job searching and applying for a job. Also, corporate introduction days are held at the university in association with employers.

Information about training courses is available at the website of the Career Service and registration takes place in the SIS http://ois.ut.ee/ - koolitused üliõpilastele

The career list helps you stay informed about new job and internship offers and interesting training courses, events and conferences. To join the list, send the following email message to sympa@lists.ut.ee: subscribe career.pakkumised given name surname

www.ut.ee/career

The Student Web is an information portal for prospective and current students and employers. It provides you with useful information and tips about studies and career planning. The Student Web also gathers job and practical training offers.

Check it out for yourself and tell a friend! www.tudengiveeb.ee/en
WORTH KNOWING

BECOMING A USER OF THE UT COMPUTER NETWORK

All students of the University of Tartu get a username in the university’s computer network at the start of their studies.

A user of the UT computer network gets:

- **access** to the university’s information systems (e.g. SIS and Moodle), computer rooms and other IT services;
- backed-up **disk space** on the university’s server; and
- **access** to **eduroam**, the global WiFi network of educational institutions.

First-year international students get their username and passport by email at the beginning of the academic year. Change your initial password as soon as possible on [https://passwd.ut.ee](https://passwd.ut.ee)

If you do not find a solution to your problem on the computer assistance site [http://www.ut.ee/en/university/it-info/faq](http://www.ut.ee/en/university/it-info/faq), contact the University of Tartu IT Service desk by emailing arvutiabi@ut.ee. In your message, describe your problem in as much detail as possible and indicate your name, username, faculty, curriculum and contact phone number.

People working at the IT office can help you solve problems related to your username or password.

Phone 737 5500
Mon-Fri 8–17

COMPUTER ROOMS

Each faculty and college has its own computer room(s). The rules of use of the computer network of the University of Tartu apply to all such rooms. In
addition to these rules, faculties can establish procedures for use of their own computer room(s) which users must also follow. If you go to a computer room, you will need to take your student identification card or other photo ID with you.

You will find the addresses and opening times of the computer classes on the websites of the faculties and colleges.

E-LEARNING

In 2014, 22% of all courses taught at the University of Tartu were e-courses. E-learning is used in the Open University, regular studies and continuing education courses. E-learning means online and computer-based learning, virtual classrooms and digital communication. Often, technological solutions and media are used in combination in teaching courses, e.g. e-support in the web-based Moodle study environment and teaching materials in the SIS and/or websites.

Two e-learning models are distinguished:

- partially web-based learning – the learning process of the course takes place online to a large extent, but there are also lectures, seminars or practical training during the course;
- fully web-based learning – the entire learning process of the course takes place online and there are no physical meetings.

MOODLE

The University of Tartu uses the Moodle study environment as its e-learning environment. You can enter Moodle using your UT computer network username and password.

Usually, the teacher adds the students registered in the SIS to the Moodle course. The participants receive an email message about being added to the course, and once they enter Moodle they will find the course in their Moodle course list.
If the teacher does not automatically add students to a Moodle course from the SIS, the teacher grants the participants access to the web course using a key. In that case ask the teacher about accessing the course, incl. information about where the course can be found and what the access key is.

The Moodle environment is located at http://moodle.ut.ee

FREELY ACCESSIBLE MOOCs

The students have the right to participate in MOOCs (Massive Open Online Course). The MOOCs are freely accessible online courses aimed for additional training and all students interested can join them. On average, a MOOC’s workload is 1 ECTS and lasts for 4-6 weeks. In order to participate, have a look at the courses listed on moocs.ut.ee and get to know the relevant materials (see the section “materials”).

E-PORTFOLIO

Please see the Mahara environment on mahara.ut.ee. As stated there - “At the simplest level, Mahara is two things: an ePortfolio and a social networking system combined. An ePortfolio is a system in which students can record “evidence of lifelong learning” – such as essays, artwork or other such things they produce that can be stored digitally.” To login is, please use UT’s username or password or access Moodle.

LISTS

A list or mailing list is a set of email addresses that allows people with similar interests to communicate via email.
Most specialisations have specialisation or year lists through which they exchange important information about studies (timetables, new courses, etc.) and events. In addition to course and specialisation lists, students can join other lists of interest to them.

Information about the mailing lists of the University of Tartu and about creating and joining them can be found at

http://lists.ut.ee

**STUDENT IDENTIFICATION CARD**

A student identification card is necessary if you need to prove your status as a student: at student events, when going to study abroad, to get discounts in public transport, in sports facilities, at a doctor or dentist’s, etc. There are two different student identification cards: the *Estonian student identification card* and the *international student identification card (ISIC)*.

You can get the *Estonian student identification card* from the *dean’s office of your faculty* or *college office free of charge* at the beginning of the academic year. When extending the card next year, the sticker of the new academic year is put on the card free of charge. If your student identification card has been stolen or lost, you will need to pay €3.2 at the university’s cash desk (Jakobi 4, II floor) and submit the receipt and application for a new student identification card to the dean’s office of your faculty or college office.

The *international student identification card (ISIC)* gives a range of discounts in Estonia and abroad. Many transportation companies, museums, theatres, shops and other service agencies grant discounts to ISIC holders. The ISIC card is valid for one calendar year and costs €6.40. If your ISIC card goes missing or needs to be extended, you will need to pay for a new one.

You can order an ISIC card from [www.minukool.ee](http://www.minukool.ee) or apply for the debit card with ISIC function from Swedbank or SEB.
UNIVERSITY OF TARTU LIBRARY

One of the main functions of the University of Tartu Library is to gather, preserve and make available the information necessary for the study and research work of the University of Tartu. The library is an irreplaceable assistant to students in academic and research work.

The central library is located at

<table>
<thead>
<tr>
<th>W. Struwe 1, Tartu</th>
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<tbody>
<tr>
<td>Phone 737 5702</td>
</tr>
<tr>
<td><a href="mailto:library@utlib.ee">library@utlib.ee</a></td>
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<tr>
<td><a href="http://www.utlib.ee/en">www.utlib.ee/en</a></td>
</tr>
</tbody>
</table>

New students are welcome to take part in guided tours at the library at the beginning of the academic year to receive information about how to become a library user, what services the library offers and how to use the library.

You can access many books and magazines online using your username in the university computer network, e.g. in the Ebrary and DSpace databases of Estonian e-books.

A number of services (registration as reader, ordering books, etc.) are also available via the internet.

During the exam period, the library is open to students at night in cooperation with the Student Council.

HEALTH INSURANCE AND MEDICAL AID

HEALTH INSURANCE

Read the information available at

http://www.ut.ee/en/prospective-students/health-insurance
In the event of an injury in **Tartu** you can go to the University of Tartu Hospital’s

**Emergency Medicine Department**
L. Puusepa 8, Tartu
Phone 731 8183

In the event of an injury in **Narva** you can go to Narva Hospital’s

**Emergency Medicine Department**
Haigla 7, Narva
Phone 357 1835

In the event of an injury in **Pärnu** you can go to Pärnu Hospital’s

**Emergency Medicine Department**
Ristiku 1, Pärnu
Phone 447 3301

In the event of an injury in **Viljandi** you can go to Viljandi Hospital’s

**Emergency Medicine Department**
Pärna tee 3, Jämejala, Pärsti Rural Municipality, Viljandi County
Phone 435 2022

**STUDENT LOANS**

You can apply for the Estonian student loan if you

- are a citizen of Estonia or
- have a permanent residence permit or permanent right of residence in Estonia
  AND study
- full or time
Such students can get student loans the number of times that corresponds to the years of their **nominal period of study**. It is not possible to apply for a student loan while on academic leave.

A student can get a student loan once per academic year between 15 September and 31 May. A first-year student can get a student loan as of 1 October. (The loan agreement can be signed at the end of August.)

In the 2015/2016 academic year the maximum amount of the student loan is €1,920. The loan can be secured by the guarantors of two Estonian citizens or real property located in Estonia.

For more information about student loans, contact your bank. Student loans are granted by **Danske Bank, Krediidipank, Nordea pank, SEB and Swedbank**.
WHAT IS GOING ON AT THE UNIVERSITY?

The University is big and there is something going on every day: conferences, seminars, guests, showcases of research achievements, discussions and more. The activities of the University are covered by

- the *Universitas Tartuensis* magazine (in Estonian)  
  www.ajakiri.ut.ee

The magazine is free of charge and published on the last Friday of each month. The paper version is available in the lobbies of UT buildings.

- University of Tartu Television  
  www.uttv.ee

The university’s television not only covers academic and research events, but all major events at the university. In addition to viewing live broadcasts, UTTV has made many video recordings of events dating back to 1988 available. In total, the video database of the university contains over 3,000 hours of documentary material, which will be uploaded to the UTTV archive bit by bit.
# CONTACT DETAILS OF DEAN’S OFFICES AND COLLEGES

<table>
<thead>
<tr>
<th>College Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Theology</td>
<td>Ülikooli 18-310, 50090 Tartu</td>
<td><a href="mailto:us@ut.ee">us@ut.ee</a></td>
<td>+372 737 5300</td>
<td><a href="http://www.us.ut.ee">www.us.ut.ee</a></td>
<td></td>
</tr>
<tr>
<td>Faculty of Law</td>
<td>Näituse 20-324, 50409 Tartu</td>
<td>Kaarli pst 3, 10119 Tallinn</td>
<td>+372 627 1888</td>
<td>+372 737 5390</td>
<td><a href="http://www.oi.ut.ee">www.oi.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Medicine</td>
<td>Ravila 19, 50411 Tartu</td>
<td><a href="mailto:arst@ut.ee">arst@ut.ee</a></td>
<td>+372 737 5326</td>
<td></td>
<td><a href="http://www.med.ut.ee">www.med.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Philosophy</td>
<td>Jakobi 2, rooms 116–121, 51014 Tartu</td>
<td><a href="mailto:filos@ut.ee">filos@ut.ee</a></td>
<td>+372 737 5341</td>
<td></td>
<td><a href="http://www.fl.ut.ee">www.fl.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Exercise and Sport Sciences</td>
<td>Jakobi 5–205, 51014 Tartu</td>
<td><a href="mailto:kkdek@ut.ee">kkdek@ut.ee</a></td>
<td>+372 737 5360</td>
<td></td>
<td><a href="http://www.kk.ut.ee">www.kk.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Science and Technology</td>
<td>Vanemuise 46–202, 51014 Tartu</td>
<td><a href="mailto:lote@ut.ee">lote@ut.ee</a></td>
<td>+372 737 5820</td>
<td></td>
<td><a href="http://www.lote.ut.ee">www.lote.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Economics and Business Administration</td>
<td>Narva mnt 4–A315, 51009 Tartu</td>
<td><a href="mailto:majandus@ut.ee">majandus@ut.ee</a></td>
<td>+372 737 6310</td>
<td></td>
<td><a href="http://www.mtk.ut.ee">www.mtk.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Mathematics and Computer Science</td>
<td>J. Liivi 2, 50409 Tartu</td>
<td><a href="mailto:math@ut.ee">math@ut.ee</a></td>
<td>+372 737 5860</td>
<td></td>
<td><a href="http://www.math.ut.ee">www.math.ut.ee</a></td>
</tr>
<tr>
<td>Faculty of Social Sciences and Education</td>
<td>Lossi 36-130, 51003, Tartu</td>
<td><a href="mailto:sh@ut.ee">sh@ut.ee</a></td>
<td>+372 737 5957</td>
<td></td>
<td><a href="http://www.sh.ut.ee">www.sh.ut.ee</a></td>
</tr>
<tr>
<td>Viljandi Culture Academy of the University of Tartu</td>
<td>Posti 1, 71004 Viljandi</td>
<td><a href="mailto:kultuur@ut.ee">kultuur@ut.ee</a></td>
<td>+372 435 5232</td>
<td></td>
<td><a href="http://www.kultuur.edu.ee">www.kultuur.edu.ee</a></td>
</tr>
<tr>
<td>Pärnu College of the University of Tartu</td>
<td>Ringi 35, 80010 Pärnu</td>
<td><a href="mailto:info@pc.ut.ee">info@pc.ut.ee</a></td>
<td>+372 445 0520</td>
<td></td>
<td><a href="http://www.pc.ut.ee">www.pc.ut.ee</a></td>
</tr>
<tr>
<td>Narva College of the University of Tartu</td>
<td>Raekoja plats 2, 20307 Narva</td>
<td><a href="mailto:college@narva.ut.ee">college@narva.ut.ee</a></td>
<td>+372 740 1900</td>
<td></td>
<td><a href="http://www.narva.ut.ee">www.narva.ut.ee</a></td>
</tr>
<tr>
<td>European College of the University of Tartu</td>
<td>Lossi 36, 51003 Tartu</td>
<td><a href="mailto:euro@ec.ut.ee">euro@ec.ut.ee</a></td>
<td>+372 737 5645</td>
<td></td>
<td><a href="http://www.ec.ut.ee/ec">www.ec.ut.ee/ec</a></td>
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</table>
ACADEMIC CALENDAR
2015/2016 ACADEMIC YEAR

AUTUMN SEMESTER
Start of academic year 31.08.2015
First-semester students’ deadline for registration for courses 14.09.2015
Anniversary of University of Tartu. Promotion 01.12.2015
Christmas holiday 22.12.2015–03.01.2016
End of autumn semester 31.01.2016
Winter holiday 01.02.2016-07.02.2016
Deadline for registration for spring semester courses in regular study form 07.02.2016

SPRING SEMESTER
Start of spring semester 08.02.2016
End of spring semester 26.06.2016
Summer holiday 27.06.2016–28.08.2016
Deadline for registration for autumn semester courses of 2016/2017 academic year in regular study form 28.08.2016