Studies at the University of Tartu

Study Abroad Centre

Spring 2017

Ülle Tensing
Getting started at UT

- Course registration
- Credits and assessment
- Study Information System
- Who to contact, where to get info from
Course registration

• Official beginning of the upcoming semester is February 6, and it runs until June 25, 2017.

• All new students have the first two weeks for registration for courses, as well as for cancellations.
  
  NB! Don’t forget to cancel the courses you don’t plan to take!

• Registration and cancellation deadline: February 20, unless stated otherwise for a particular course.

WHAT HAPPENS LATER?
Course registration

• Course list on:
  www.ut.ee/en/courses-taught-english

• Pay attention to:
  - course level
  - assessment method
Course registration

- Numerical course code – **FLKE.03.154** – indicates to which academic unit, both faculty and its subunit (department, institute) the course belongs to (see no slide 28).

- Language of instruction
Estonian taught courses are Estonian taught!
Course registration

• Consult your home university’s coordinator (academic or administrative):
  – for transferring courses and credits;
  – which assessment methods are accepted and can you take courses with pass/fail evaluation;

• Learning Agreements

• Check upon course ECTS value and your home university’s requirements.
Credits

- Workload is calculated in ECTS
  1 ECTS credit point (26 hours of student work) is equivalent to 2 UK credit points and to 0.5 North American credit units.
Course load

- Minimum requirement of UT: at least 15 ECTS per semester (except PhD-s and trainees);
- Exchange students usually take about 20-30 ECTS per semester;
- Check also the requirements of your home university!
Be realistic, watch your workload
Assessment

- The scales for the assessment of learning outcomes are:
  - differentiated assessment, i.e. examination – you will get a grade (from A to F).
  - non-differentiated assessment, i.e. pass/fail evaluation – you won’t get a grade.

On transcript, there is no assessment expressed in percentages, but letters.
Non-differentiated assessment

• Pass/fail evaluation – no grades are given;
• If your home university requires grades, you cannot take courses with non-differentiated assessment;
• Most of the language courses have pass/fail assessment;
• It is not possible to change the assessment method!
## Detailed overview of the course "SORG.04.033 Contemporary Issues in the EU-Russian Relations (6 ECTS)"

### See general data

<table>
<thead>
<tr>
<th>See general data</th>
<th>Back</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create training programme</td>
<td>Send a letter to course participants</td>
</tr>
<tr>
<td>Add exam outcomes</td>
<td>Show exam outcomes</td>
</tr>
</tbody>
</table>

### Academic year, semester, type of study
- 2012/2013 spring full-time

### Syllabus language
- English

### Assessment
- Differentiated

### Lecturers
- Viacheslav Morozov (responsible)

### Languages of instruction
- English

### Minimum number of attendants
- 5

### Maximum number of attendants
- 58

### Study levels
- Master's studies

### Info on course registration

The course is open for registration 15.12.2012-10.02.2013. Cancellation deadline is 25.02.2013. Registration deadline for visiting students is 25.02.2013.

If the limit for course attendants has been reached, you are offered possibility to reserve a study place.

### Forms of teaching and learning and no of hours

<table>
<thead>
<tr>
<th>Web-based learning</th>
<th>Study period (in weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures: 32 independent work (including e-learning): 124</td>
<td>24:39</td>
</tr>
</tbody>
</table>

### Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.02.2013</td>
<td>Lecture</td>
<td>Introduction. Course overview and requirements, General guidelines for the final papers</td>
</tr>
<tr>
<td>20.02.2013</td>
<td>Lecture</td>
<td>The EU and Russia in the changing world</td>
</tr>
<tr>
<td>27.02.2013</td>
<td>Lecture</td>
<td>Key factors shaping the EU-Russia relations: rationalist analysis</td>
</tr>
<tr>
<td>06.03.2013</td>
<td>Lecture</td>
<td>Key factors shaping the EU-Russia relations: constructivist analysis</td>
</tr>
<tr>
<td>13.03.2013</td>
<td>Lecture</td>
<td>Russia and “normative power Europe”</td>
</tr>
<tr>
<td>26.03.2013</td>
<td>Lecture</td>
<td>Institutional and legal framework</td>
</tr>
<tr>
<td>27.03.2013</td>
<td>Lecture</td>
<td>Economic relations and trade</td>
</tr>
<tr>
<td>03.04.2013</td>
<td>Lecture</td>
<td>Energy policy (cont.)</td>
</tr>
<tr>
<td>10.04.2013</td>
<td>Lecture</td>
<td>Energy policy (cont.)</td>
</tr>
<tr>
<td>17.04.2013</td>
<td>Lecture</td>
<td>European Neighbourhood vs. Russia's near abroad?</td>
</tr>
<tr>
<td>24.04.2013</td>
<td>Lecture</td>
<td>European Neighbourhood vs. Russia's near abroad? (cont.)</td>
</tr>
<tr>
<td>01.05.2013</td>
<td>Lecture</td>
<td>Bilateral, regional, pan-European: issues, levels and linkages in EU-Russia relations</td>
</tr>
<tr>
<td>08.05.2013</td>
<td>Lecture</td>
<td>Bilateral, regional, pan-European: issues, levels and linkages in EU-Russia relations</td>
</tr>
<tr>
<td>15.05.2013</td>
<td>Lecture</td>
<td>Northern dimension and the Baltic Sea region</td>
</tr>
<tr>
<td>22.05.2013</td>
<td>Lecture</td>
<td>Partnership for Modernisation</td>
</tr>
<tr>
<td>29.05.2013</td>
<td>Lecture</td>
<td>Summing up and conclusion</td>
</tr>
</tbody>
</table>
Assessment

• A course is considered completed after obtaining the positive result in the assessment of learning outcomes.

• Grades A, B, C, D, E of the assessment scale and "passed" are positive results, the negative results are the grade F and "not passed".

• “Not present” – it appears in SIS if student has registered for a course but doesn’t take an exam at the end of the semester and is considered as negative result.
Language requirements

• Students who take courses in English must meet at least level B2 requirement on CEF scale;
• In case the Eng. language level is lower, student will need to take a language test;
• If the test shows that language level is lower than level B2, studying at UT becomes problematic.
Disputing

• Students can dispute decisions made in matters of organization of study (assessment etc) either by talking to or writing to the person who made the decision within seven days of the decision being announced.

• If no solution found, one can submit an appeal to the Dean of the relevant faculty within seven days after the refusal. The Dean may then form a three member panel to consider the appeal.
Students are expected

TO:
• return all the books/materials borrowed from libraries;
• pay their invoices on time;
• ask for advice/support with no hesitation.

NOT TO:
• cheat in examinations or to plagiarize in examination or essay.
For suggestions and complaints

We have regular course and teaching evaluations where you may get involved
Study Information System
SIS – ÕIS
www.is.ut.ee/pls/ois/tere.tulemast
Study Information System

- Courses
- Curricula
- Course/exam schedules
- Lecturers office hours
- Continuing education programmes
- Academic calendar

Username
Password

Log in  Estonian ID-card

You can see general information if you do not have an account at Tartu University

eesti keel
Study Information System
SIS - ÖIS

• For registration purposes cannot be used without a password and username!
  – Do not use the ones given for online admission system!
  – It is not possible to log into SIS to check personal info and grades after one’s study period has ended!

Study Information System

Starting from next week, you will use the system to:
• Manage your contact information;
• Register for courses (you have already done that);
• Check your course schedule;
• Check course information;
• Access study materials;
• Get information from the lectures and other UT staff;
• See all documents concerning your student status;
• …
Where can I get information?

• www.ut.ee/en/studies/whom-contact-regarding

• your coordinator at SAC 😊

• ISS mailing list (iso@lists.ut.ee) for matters only related to studies
## Who to contact for some important matters?

<table>
<thead>
<tr>
<th></th>
<th>Dean’s office</th>
<th>Institute/School/College</th>
<th>International Student Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student card</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Transcript of Records</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Courses-related questions</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Confirmations, Certificate about arrival/departure Learning Agreements</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Questions about right of residence, temporary residence permit, visas</td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
Dean’s office

Transcript of records - only issued if student asks for it (it is not sent to student automatically).

Can be requested in 2 ways:

1) **In person** - only if all grades are in SIS.

2) If you leave before the grades are in SIS, then send **email** to deans office.

Dean’s office cannot issue Transcript of Records to the third parties. (Your friend cannot pick up your Transcript of Records).
Institute/School/College

- Registering to courses;
- Missed the deadline for registration;
- Cancel the course after the deadline (except Faculty of Arts and Humanities – turn to dean’s Office);
- No free spaces at the course according to SIS
- Prerequisites;
- Other reasons
Institute/School/College

• Send an e-mail to the institute/school/college offering the course, indicating in the e-mail your full name, the course title and the course code.

• Avoid signing up for unnecessary courses and cancelling only at the last moment – other students may be deprived of participation.
<table>
<thead>
<tr>
<th>Locations – (also in Getting Started)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty of Arts and Humanities</strong></td>
</tr>
<tr>
<td>humanities.ut.ee</td>
</tr>
<tr>
<td>Dean’s office: <a href="mailto:hv.dekanaat@ut.ee">hv.dekanaat@ut.ee</a></td>
</tr>
<tr>
<td>Jakobi 2-118</td>
</tr>
<tr>
<td>Office hours: Mon-Fri 9-16</td>
</tr>
<tr>
<td>(+372) 737 5341</td>
</tr>
<tr>
<td><strong>Faculty of Social Sciences</strong></td>
</tr>
<tr>
<td>socialsciences.ut.ee</td>
</tr>
<tr>
<td>Dean’s office: <a href="mailto:sotsiaalteadused@ut.ee">sotsiaalteadused@ut.ee</a></td>
</tr>
<tr>
<td>Lossi 36-129</td>
</tr>
<tr>
<td>Office hours: Mon-Fri 9-12 and 13-16</td>
</tr>
<tr>
<td>(+372) 737 5957</td>
</tr>
<tr>
<td><strong>Faculty of Medicine</strong></td>
</tr>
<tr>
<td>medicine.ut.ee</td>
</tr>
<tr>
<td>Dean’s office: <a href="mailto:med@ut.ee">med@ut.ee</a></td>
</tr>
<tr>
<td>Ravila 19 -1057</td>
</tr>
<tr>
<td>Office hours: Mon-Fri 9-12 and 14-16</td>
</tr>
<tr>
<td>(+372) 737 5326</td>
</tr>
<tr>
<td><strong>Faculty of Science and Technology</strong></td>
</tr>
<tr>
<td>science.ut.ee</td>
</tr>
<tr>
<td>Vanemuise 46-208</td>
</tr>
<tr>
<td>Office hours: Mon-Fri 9-16</td>
</tr>
<tr>
<td>Dean’s office: <a href="mailto:itt@ut.ee">itt@ut.ee</a></td>
</tr>
<tr>
<td>(+372) 737 5820</td>
</tr>
</tbody>
</table>
Faculty of Arts and Humanities

- **Institute of History and Archaeology**  
  Ludmilla Meiel: ludmilla.meiel@ut.ee, Jakobi 2-216

- **Institute of Philosophy and Semiotics**  
  Ruth Jürjo: ruth.jurjo@ut.ee, Jakobi 2-315

- **Institute of Estonian and General Linguistics**  
  Tiia Margus: tiia.margus@ut.ee, Jakobi 2-433

- **Institute of Cultural Research and Arts**  
  Hille Roots: hille.roots@ut.ee, Ülikooli 16-101

- **School of Theology and Religious Studies**  
  Heddy Haljak: heddy.haljak@ut.ee, Ülikooli 18-310

- **College of Foreign Languages and Cultures**  
  Kätlin Luhamägi: katlin.luhamagi@ut.ee, Lossi 3-409

- **Viljandi Culture Academy**  
  Priit Kilgas priit.kilgas@ut.ee, Posti 1 (Viljandi)
Faculty of Social Sciences

• **School of Law**  
  Sirli Soomlais: sirli.soomlais@ut.ee, Näituse 20-324;  

• **Institute of Economics**  
  Kadi Kõllamets: kadi.kollamets@ut.ee, Narva mnt 4-A315;  

• **Johan Skytte Institute of Political Studies**  
  Oliivia Võrk: oliivia.vork@ut.ee, Lossi 36-301;  

• **Institute of Social Studies**  
  Maiu Reinhold: maiu.reinhold@ut.ee, Lossi 36-216;  

• **Institute of Education**  
  Ranet Rõõmusaar: ranet.roomussaar@ut.ee, Salme 1a-117;  

• **Institute of Psychology**  
  Marju Tammiste: marju.tammiste@ut.ee, Näituse 2-211;  

• **Pärnu College**  
  Rita Viik: rita.viik@ut.ee, Ringi 35-118 (Pärnu);  

• **Narva College**  
  Inga Jaagus: inga.jaagus@ut.ee, Raekoja plats 2-205 (Narva).
Faculty Science and Technology

Institute of Mathematics and Statistics
Ms Heili Kase: Heili.Kase@ut.ee, J. Liivi 2-217;

Regarding all other courses, contact:
Ms Hanna-Liisa Ennet: Hanna-Liisa.Ennet@ut.ee, Vanemuise 46-208
Faculty of Medicine

- For the questions on courses, contact:
  Ms Kadri Veeperv: kadri.Veeperv@ut.ee, Ravila 19 (1st floor, left wing)
Thank you!