Dear International Student,

This information brochure will hopefully help you in getting started at the University of Tartu. It aims at providing you with practical information that might be useful to make your stay pleasant and successful. Please keep in mind that the most updated information is available at the websites of the University of Tartu.
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CONTACT INFORMATION OF THE INTERNATIONAL STUDENT SERVICE (ISS)

Located in the right wing of the UT main building, Ülikooli 18, entrance from the courtyard, rooms 132 and 134 (õppeosakonna välisüliõpilastalitus)
Office hours: Monday–Thursday 13.00–16.00; www.ut.ee/studies

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Ülle Tensing</td>
<td>Senior Specialist for International Studies, Head of Service</td>
<td>Tel: (+372) 737 5150 e-mail: <a href="mailto:ulle.tensing@ut.ee">ulle.tensing@ut.ee</a></td>
<td>132</td>
</tr>
<tr>
<td>Ms Annika Kalda</td>
<td>Erasmus Student Exchange Coordinator</td>
<td>Tel: (+372) 737 6085 e-mail: <a href="mailto:annika.kalda@ut.ee">annika.kalda@ut.ee</a></td>
<td>134</td>
</tr>
<tr>
<td>Ms Egle Rummel da Costa</td>
<td>Traineeship and Student Exchange Coordinator</td>
<td>Tel: (+372) 737 6019 e-mail: <a href="mailto:egle.rummeldacosta@ut.ee">egle.rummeldacosta@ut.ee</a></td>
<td>134</td>
</tr>
<tr>
<td>Ms Kristine Truija</td>
<td>Student Exchange Coordinator</td>
<td>Tel: (+372) 737 6270 e-mail: <a href="mailto:kristine.truija@ut.ee">kristine.truija@ut.ee</a></td>
<td>132</td>
</tr>
<tr>
<td>Ms Kaija Murasov</td>
<td>International Admissions Coordinator</td>
<td>Tel: (+372) 737 5152 e-mail: <a href="mailto:kaija.murasov@ut.ee">kaija.murasov@ut.ee</a></td>
<td>134</td>
</tr>
<tr>
<td>Ms Piret Saluveer</td>
<td>International Admissions Coordinator</td>
<td>Tel: (+372) 737 6031 e-mail: <a href="mailto:piret.saluveer@ut.ee">piret.saluveer@ut.ee</a></td>
<td>134</td>
</tr>
</tbody>
</table>
Ms Jaanika Haljasmae  
Erasmus Student Exchange Coordinator  
− outgoing Erasmus students  
− Erasmus bilateral agreements  
Tel: (+372) 737 5151  
e-mail: jaanika.haljasmae@ut.ee  
room 132

### IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency calls, Ambulance, Police</td>
<td>112</td>
</tr>
<tr>
<td>Tartu City info</td>
<td>744 2111</td>
</tr>
<tr>
<td>Intercity Bus Station</td>
<td>12 550 (cost 0.30€)</td>
</tr>
<tr>
<td>City Bus Information</td>
<td>17 787 (cost 0.30€)</td>
</tr>
<tr>
<td>Taxi</td>
<td>730 0200, 742 2222, 736 6666, 733 3666, 1918</td>
</tr>
<tr>
<td>Raatuse 22 dormitory (24 h)</td>
<td>56 620 215</td>
</tr>
<tr>
<td>Narva mnt 25 dormitory (24 h)</td>
<td>56 618 041</td>
</tr>
<tr>
<td>Narva mnt 27 dormitory (24 h)</td>
<td>53 442 353</td>
</tr>
<tr>
<td>Purde 27 dormitory (24 h)</td>
<td>56 620 375</td>
</tr>
<tr>
<td>Pepleri 14 dormitory (24 h)</td>
<td>56 618 173</td>
</tr>
</tbody>
</table>

**My faculty at UT:** .................................................................

**My coordinator at UT, ISS:** ..................................................

**My tutor at UT:** ..................................................................
# CHECKLIST

<table>
<thead>
<tr>
<th>After arrival to UT</th>
<th>Time schedule</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have not received your <strong>UT username and password</strong>, please contact ISS.</td>
<td>Sent by e-mail before the beginning of the semester.</td>
<td></td>
</tr>
<tr>
<td><strong>Register for courses</strong> in the Study Information System (SIS/ÖIS).</td>
<td>Exchange/visiting and NordSecMob programme students: until 22 February. Degree-seeking students and full year short-term students: until 7 February.</td>
<td></td>
</tr>
<tr>
<td>If you get a stipend from the UT, open a bank account and bring/send your account number to your coordinator at ISS.</td>
<td>Within the first week of the semester.</td>
<td></td>
</tr>
<tr>
<td>If you are a visiting student and have to pay the tuition fee, make sure to pay the fee by the deadline.</td>
<td>You will receive the invoice by e-mail after 22 February when your study plan has been fixed for the semester.</td>
<td></td>
</tr>
<tr>
<td>If you are a degree-seeking student and have to pay the tuition fee, sign the tuition fee contract at the dean’s office of your faculty/college.</td>
<td>Not applicable in spring semester</td>
<td></td>
</tr>
<tr>
<td>If you are a degree-seeking student and get the tuition-waiver scholarship, sign the tuition waiver contract at the dean’s office of your faculty/college.</td>
<td>Not applicable in spring semester</td>
<td></td>
</tr>
<tr>
<td>Fill out your <strong>contact information</strong> in the Study Information System. Ask help from your tutor.</td>
<td>As soon as possible, but not later than 22 February.</td>
<td></td>
</tr>
<tr>
<td>EU citizens: register as a citizen of Tartu in order to have the right of residence in Estonia, see p. 29.</td>
<td>Within one month from the date of entering Estonia.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Non-EU citizens: apply for a residence permit, see p. 31. You don’t have to apply for the residence permit if you are in Estonia for up to six months and your D-visa is valid until the end of semester your study period.</td>
<td>Time and place of the workshop “How to apply for residence permit in Estonia” will be announced at the orientation course to all of those who need to be present at the workshop.</td>
<td></td>
</tr>
<tr>
<td>Take/send your Estonian ID code (<em>isikukood</em>) to the International Student Service.</td>
<td>As soon as you have received it, but no later than <strong>March 15th, 2016</strong>.</td>
<td></td>
</tr>
<tr>
<td>Apply for the UT student card and/or ISIC card (see p. 22) and Library card (see p. 23)</td>
<td>When needed (starting from the beginning of the semester).</td>
<td></td>
</tr>
<tr>
<td>Exchange/visiting students before leaving UT</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transcript of Records</strong> is issued by the dean’s office, but not sent automatically to your home address, so make sure to ask for one at the dean’s office (by email/in person). Confirmation on your studies will be signed/issued by your coordinator at ISS, UT. Transcript of Records and <strong>confirmations</strong> will be provided if there are no unpaid invoices towards UT, including accommodation.</td>
<td>At the end of the semester.</td>
<td></td>
</tr>
</tbody>
</table>
STUDIES AT THE UNIVERSITY OF TARTU

Degree-seeking students must also read the information in the Degree Student’s Guide available on [http://issuu.com/noustaja/docs/tudengiteatmik](http://issuu.com/noustaja/docs/tudengiteatmik).

1. Faculties

<table>
<thead>
<tr>
<th>FACULTY OF ARTS AND HUMANITIES</th>
<th>humanities.ut.ee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s office:</td>
<td><a href="mailto:hv.dekanaat@ut.ee">hv.dekanaat@ut.ee</a></td>
</tr>
<tr>
<td></td>
<td>(+372) 737 5341</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY OF SOCIAL SCIENCES</th>
<th>socialsciences.ut.ee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s office:</td>
<td><a href="mailto:sotsiaalteadused@ut.ee">sotsiaalteadused@ut.ee</a></td>
</tr>
<tr>
<td></td>
<td>(+372) 737 5957</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY OF MEDICINE</th>
<th>medicine.ut.ee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s office:</td>
<td><a href="mailto:med@ut.ee">med@ut.ee</a></td>
</tr>
<tr>
<td></td>
<td>(+372) 737 5326</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY OF SCIENCE AND TECHNOLOGY</th>
<th>science.ut.ee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s office:</td>
<td><a href="mailto:ltt@ut.ee">ltt@ut.ee</a></td>
</tr>
<tr>
<td></td>
<td>(+372) 737 5820</td>
</tr>
</tbody>
</table>

Detailed information on the university’s structure is available on [http://www.ut.ee/en/contact](http://www.ut.ee/en/contact).
### 2. Academic calendar 2015/2016 in study weeks

<table>
<thead>
<tr>
<th>Study week</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>31</td>
<td>14</td>
<td>19</td>
<td>26</td>
</tr>
<tr>
<td>Tue</td>
<td>1</td>
<td>15</td>
<td>22</td>
<td>29</td>
</tr>
<tr>
<td>Wed</td>
<td>2</td>
<td>9</td>
<td>16</td>
<td>23</td>
</tr>
<tr>
<td>Thu</td>
<td>3</td>
<td>10</td>
<td>17</td>
<td>24</td>
</tr>
<tr>
<td>Fri</td>
<td>4</td>
<td>11</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>Sat</td>
<td>5</td>
<td>12</td>
<td>19</td>
<td>26</td>
</tr>
<tr>
<td>Sun</td>
<td>6</td>
<td>13</td>
<td>20</td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study week</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>4</td>
<td>11</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>Tue</td>
<td>5</td>
<td>12</td>
<td>19</td>
<td>26</td>
</tr>
<tr>
<td>Wed</td>
<td>6</td>
<td>13</td>
<td>20</td>
<td>27</td>
</tr>
<tr>
<td>Thu</td>
<td>7</td>
<td>14</td>
<td>21</td>
<td>28</td>
</tr>
<tr>
<td>Fri</td>
<td>8</td>
<td>15</td>
<td>22</td>
<td>29</td>
</tr>
<tr>
<td>Sat</td>
<td>9</td>
<td>16</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>Sun</td>
<td>10</td>
<td>17</td>
<td>24</td>
<td>31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study week</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>2</td>
<td>9</td>
<td>16</td>
<td>23</td>
</tr>
<tr>
<td>Tue</td>
<td>3</td>
<td>10</td>
<td>17</td>
<td>24</td>
</tr>
<tr>
<td>Wed</td>
<td>4</td>
<td>11</td>
<td>18</td>
<td>25</td>
</tr>
<tr>
<td>Thu</td>
<td>5</td>
<td>12</td>
<td>19</td>
<td>26</td>
</tr>
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<td>Fri</td>
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<td>27</td>
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<tr>
<td>Sat</td>
<td>7</td>
<td>14</td>
<td>21</td>
<td>28</td>
</tr>
<tr>
<td>Sun</td>
<td>8</td>
<td>15</td>
<td>22</td>
<td>29</td>
</tr>
</tbody>
</table>
Spring semester begins 08.02.2016 and ends 26.06.2016.

Deadline for registration to courses for spring semester (for short-term students and NordSecMob programme students arriving for the spring semester): 22.02.2016.

Deadline for registration to courses for spring semester (for degree-seeking students and full-year short-term students): 07.02.2016.

Please note that the university is closed on public holidays, for more information see page 44.

3. Use of the university’s computer network

To use all services of the university’s computer network – to register for courses and see study results in the Study Information System – you need to have the UT user account. The username and password were sent to all newly arrived students by e-mail before the beginning of the semester. If you have not received your username, please contact your coordinator at the ISS.

In order to access different databases when you are outside of university area, you can use a secure VPN tunnel to communicate with the University of Tartu’s computer network. You can log in with the UT username and password. Please find the link for installing: VPN on https://wiki.ut.ee/pages/viewpage.action?pageId=17105611. If you need further help, please contact IT help service either by phone 7375 500 or e-mail: arvutiabi@ut.ee The databases open for the University of Tartu are described on https://sisu.ut.ee/databases/avaleht

How to change your password?
To protect your privacy, change the password sent to you by e-mail before you start using the computer network services and the information systems.

Change the initial password on https://passwd.ut.ee.

The password must be at least 8 characters long and include both letters and numbers and at least one capital letter, but do not use special symbols (for example: ?, = or *) or letters with diacritical marks (for example: ä, ö, ö or ü).

Helpdesk
If you have problems with a UT computer, your UT account or password, please contact the IT helpdesk:

E-mail: arvutiabi@ut.ee
Tel: 737 5500
Location: Ülikooli 18a, 1st floor (next to the main building).

Further information on various IT services is available at www.ut.ee/en/university/it-info.
### Where can I use computers?

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>Opening times</th>
<th>Access to</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Library</td>
<td>737 5787</td>
<td>Opening hours of the library (<a href="http://www.utlib.ee">www.utlib.ee</a>)</td>
<td>All visitors with the library card Only UT students and staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 9.00–19.00</td>
<td>Faculty of Social Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 8.00–18.00</td>
<td>Institute of Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 9.00–19.00</td>
<td>Institute of Physics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 8.00–16.00</td>
<td>Institute of Mathematics and Statistics, Institute of Computer Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 8.00–20.00</td>
<td>Institute of Ecology and Earth Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 8.00–19.00</td>
<td>All UT students (ask for key from the administrator, next to the entrance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 8.30–16.30</td>
<td>Faculty of Medicine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon-Fri 8.00–20.00</td>
<td>Institute of Education</td>
</tr>
</tbody>
</table>
For **printing and scanning service**, you can go to the **UT Multimedia Centre** (Lossi 3).
The centre is open Mondays-Fridays from 8.00 to 17.00.
You can take memory stick with you or send your printing requests by e-mail to meedia@ut.ee.

**Can I use Office programmes for free?**
Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It’s available for free to students who are currently attending the University of Tartu.

For more information:  
[https://wiki.ut.ee/display/AA/Microsoft+Office+365+Education](https://wiki.ut.ee/display/AA/Microsoft+Office+365+Education)
You can use the plan until you graduate or are no longer enrolled at the University of Tartu.

**4. Registration for courses**
All new students must register for courses within two weeks of the start of the semester. The courses registered make up the student’s study plan for the current semester.

**The deadline to register for or cancel courses**
**is 22 February 2016**
**(for students arriving for the spring semester)**

Register for courses in the Study Information System (SIS, or ůIS in Estonian, [http://www.ut.ee/en/studies/study-regulations/system](http://www.ut.ee/en/studies/study-regulations/system)). If you fail to register for some reason, please contact institute/school/college of the faculty teaching the course (see p. 7).
To access SIS, use the username and password you received by e-mail before the beginning of the semester. If you have not received your username, please contact your coordinator at the ISS. You can always ask your tutor for help with registration.

Some basic instructions to make registration for courses easier:

- Use your username and password to log into the **Study Information System**.
- Select “**Registration for courses and exams**”.
- Choose the correct academic year and semester and click on “**add**”.
- The page that appears should look like this:

![Course search screenshot](image)

- When the results appear, tick the course(s) you wish to register for and click on “register for courses selected”.
- If you wish to register for another course, repeat the procedure.
- If you do not get any results or get too many, make sure you have followed the instructions correctly and that there are no mistakes either in the numerical course code, a word in course title or any other fields.
- It is just as easy as that!
Exchange and visiting students

Exams can be held from the end of May, but most of them are held in June. Make sure to check your exam dates before booking your flights to leave Estonia. Please be aware that taking exams at distance, once you have left Estonia, may not be possible. Do not rely on that option unless you have agreed on taking an exam at distance with your lecturer.

At the end of the semester, ask the dean’s office of the faculty you are registered at to issue your Transcript of Academic Records – an official document showing the credits and grades you received at the UT, to be taken to your home university. The transcripts are not issued or sent automatically: remember to ask for it (see. p. 7)!

Dean’s office will send you the transcript by post to the address which you have inserted into the Study Information System.

The transcripts will not be sent by post unless the student asks for that.

5. Courses taught in English


When choosing courses, pay attention to the course level indicated in the last column. The list might change: the UT has the right to cancel courses due to unforeseen circumstances and in case there are less students attending the course than anticipated. The minimum number of attendants is assigned for each course and fixed in SIS.
To get more information on a course, use its numerical code or title for searching in the SIS. You can access general information about courses without logging into the SIS. Use the SIS also to check whether the course you are interested in has prerequisite courses (especially in case of more technical fields, such as Faculty of Science and Technology). If you have questions, contact institute/school/college of the faculty teaching the course (see p. 7).

Each course has a fixed assessment method, which cannot be changed in accordance to students’ needs or wishes. Make sure you get to know UT’s grading system and inform your home university, if necessary.

6. Grading

UT is using both differentiated and non-differentiated assessment to assess the academic results of students in courses or parts of courses.

In differentiated assessment, the students’ achievement level of learning outcomes is graded according to the following six-point scale:

‘A’ or “excellent” – an outstanding and particularly broad-based level of achievement of the learning outcomes characterised by exceptional, free and creative use of the knowledge and skills;

‘B’ or “very good” – a very high level of achievement of the learning outcomes characterised by proper and creative use of the knowledge and skills; more specific and detailed elements of knowledge and skills may reveal certain errors that are neither substantive nor serious;

‘C’ or “good” – a high level of achievement of the learning outcomes characterised by proper use of the knowledge and
skills; more specific and detailed elements of knowledge and skills may manifest certain uncertainty and imprecision;

‘D’ or “satisfactory” – a sufficient level of achievement of the learning outcomes characterised by the ability to use the knowledge and skills in typical situations; non-typical situations reveal gaps and uncertainty;

‘E’ or “sufficient” – a minimally acceptable level of achievement of the learning outcomes characterised by a limited ability to use the knowledge and skills in typical situations; non-typical situations reveal considerable gaps and uncertainty;

‘F’ or “insufficient” – the knowledge and skills acquired by the student are below the minimum required level.

In non-differentiated assessment, the students are considered to have passed the course, if all the requirements set forth in the syllabus have been fulfilled. Students may be given the following grades:

“pass” – given where the student shows that he/she has acquired the knowledge, skills and competences required in the subject syllabus;

“fail” – given where the student fails to show that he/she has acquired the knowledge, skills and competences required in the subject syllabus.

Please note!

The form of assessment cannot be changed: you cannot get a grade (A-F) for a pass/fail exam (=non-differentiated assessment) and vice versa. Make sure you know what your home university requirements are!
Credits

The system of credits in use (European Credit Transfer and Accumulation System, ECTS) is a cumulative calculation of credit points based on the workload of the student. It is a student-centred credit system to measure the workload required to achieve the objectives and learning outcomes of a curriculum. One credit point corresponds to 26 hours of studies (lectures, seminars, practice, homework or independent work, assessment of learning outcomes) performed by the student. ECTS credits are allocated to course units and are awarded to students who successfully complete the course by satisfying the assessment requirements.

7. Exams and pass/fail evaluations

By registering for a course, the student assumes the obligation to take the exam or pass/fail evaluation in the course during the semester it is taught.

The student is allowed to take the exam if he/she has:
- registered for the course;
- fulfilled all the requirements necessary to take the exam.

The examiner (the teaching staff member responsible or the person nominated by him/her) is responsible for checking the fulfilment of the requirements established in the syllabus for allowing the student to take the exam. The syllabi are available in the Study Information System.
**Times of exams**

The student must choose between two regular exam times (it is an exception if more times are given). Exam times are fixed at the same time with timetables. Timetables are accessible in the Study Information System also without logging in.

**Registration for exams**

In general, you do not have to register for the exams separately.

All students who have registered for the course and have chosen one of the exam times are automatically considered for taking the exam.

If a very large group of students is registered for a course, the teaching staff member responsible for the course may ask for separate registration. In this case, you’ll have to register for the exam in the Study Information System:

- **not later than three days before the exam is held**, if up to 60 students are registered for the course;
- **not later than three days before the first exam takes place**, if more than 60 students are registered for the course.

If you have failed an exam and wish to take a resit, you must register for the resit. The registration for the resit and the right to cancel the registration ends two days before the resit is held.

**Exam results**

The exam graded in the range from A to E is regarded as a pass. The exam graded with an F is regarded as a failure. Grades will be entered into the Study Information System within:
• **four working days** after the exam, if up to 50 people took the exam,
• **seven working days** after the exam, if 51–80 people took the exam,
• **eleven working days** after the exam, if more than 80 people took the exam.

Despite the number of the people having taken the exam, the grades must be entered not later than two working days before the resit in the respective course, and by the end of the semester at the latest.

**If you cannot take an exam**

If a student does not take the exam, the note “not present” is recorded in the exam minutes. In calculating an average grade, “not present” equals to zero and one exam option is considered used. “Not present” note is annulled if the student submits a document, within 5 working days from the day the exam took place, where reason(s) of absence are given. During one semester, the student can take the exam **twice** in one course (one regular exam and one resit). If both exams are graded negatively (failed), the student must register for the course and pass it once again in one of the following semesters. A resit is not obligatory if the student decides to pass the course for a second time. More detailed info and the rules applying to the students of Medicine can be found in the Study Regulations.

**8. Confirmations/proofs**

If you need a confirmation that you have started studies at the University of Tartu, either for social authorities or for your home university, contact the International Student Service. Degree-seeking students can get the proof of studies from
the dean’s office of their faculty. Exchange students who get a stipend from the University of Tartu and need a proof can get necessary documents from the International Student Service.

Please note that it takes at least one day to get the confirmation or any other document.

9. Exchange students receiving a stipend from the UT

Exchange students who have been informed beforehand that they receive a stipend from the University of Tartu must open a bank account in a local bank during the first week of the semester (see p. 42) and inform ISS of their account number. Stipends are transferred to the student’s bank account. If there are some obstacles, stipends can also be paid out in cash. In any case, please consult your coordinator which option is best for you personally.

Exchange students who have not opened a bank account within the first weeks of February can get their first stipend after 15 February in cash from the Financial Office.

Financial Office
Jakobi 4 (behind the main building of the university),
2nd floor, counter desk with the sign “KASSA”
Opening hours: Mon-Fri 13.00–16.00.

The stipend is paid only for the period when student lives and studies in Tartu. No stipend for February will be paid if the student arrives later than 20 February. No stipend for June is paid if the student leaves in May.
10. **Degree-seeking students receiving a stipend from the UT**

If you have been granted stipend by the **Ministry of Foreign Affairs or the Archimedes Foundation**, you will get information on the payment from the International Student Service at the beginning of semester. Open a bank account in a local bank and send the bank account number to the International Student Service. Note that the first stipend will be transferred to your bank account only at the end of the first month.

11. **Tuition fees and invoices**

   Fee-paying students only!
   Exchange students do not pay the tuition fee.

- **Visiting students** will get their tuition invoice after 22 February, when their study plan is fixed for the coming semester. The invoice will be sent directly to student’s e-mail. When you have problems with registering for the courses, please contact your coordinator at the International Student Service.

- **Degree-seeking students** who have to pay the tuition fee will have the tuition invoice directly sent to their e-mail address after they have signed the tuition fee contract at the dean’s office of their faculty. Further information on covering the cost of tuition is available at [http://www.ut.ee/en/studiescurrent-students/covering-cost-tuition](http://www.ut.ee/en/studiescurrent-students/covering-cost-tuition).
There are two options to pay the tuition fee:

1. By transfer to the following account:
   University of Tartu
   Account No. EE281010102000234007
   code 605201 in SEB Pank
   BIC: EEUHEE2X
   Address for the transfer:
   SEB Pank AS, Tornimäe 2, 15010 TALLINN
   Address of the SEB Pank Tartu Office:
   Ülikooli 2, 50099 TARTU

2. In cash at the university’s cash-desk (Jakobi 4, 2\textsuperscript{nd} floor), from Monday to Friday during opening hours (13.00–16.00).

12. Student cards

You can get your Estonian Student Identification Card from the dean’s office of the faculty you are registered to, starting from the beginning of the semester. Check your admission letter or SIS to identify the faculty. Please take one photo in a standard size with you. The card is a generally accepted form of student identification in Estonia. If the Estonian Student Identification Card gets lost, there is a fee 3.20 EUR to issue a new one. In that case the student needs to make an application in the dean’s office (s)he is registered to and make a payment to the UT’s Financial Office (see p. 20).

It is also possible to get an International Student Identification card (ISIC) that proves your student status all over the world and gives discount in more than 700 places in Estonia. It takes about 10 working days to receive the ISIC card.

You can apply for the ISIC card online on \url{https://www.minukool.ee/en/content-with-menu} or at the SEB bank or Swedbank (to get ISIC card with debit card functions: \url{http://}}

Note that the Student Identification Cards are not the same as Student Library or Student Sports Centre cards, and will not grant access to the library (see p. 22) or athletic facilities (see p. 46).

**13. University Library**

Address: Struve 1, Tartu 50091
Tel: 737 5702; Fax: 737 5701
E-mail: library@utlib.ee
www.utlib.ee/en/

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.

Reading and lecture rooms, computer classes (see. p 11) individual booths, a conference hall, a book museum and a cafeteria are at the users’ disposal. You can also print and make photocopies of your materials. During the exam period, the library is open to students at night in cooperation with the Student Council.

You can access many books and magazines online, using your username for the university computer network, e.g. for 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.
All new international students can participate in the library excursion during the orientation course. During the introduction, students receive information on how to become a library user, what services the library offers and how to use the library. More information about the library excursion is given during the orientation course.

To apply for the library card, go to the library information desk (open Mon-Fri 9–22, Sat 11–19 and Sun 11–17). Do not forget to take a student card with you. With the Estonian ID card (see the section: right of residence and residence permits) the library card is free of charge, otherwise it costs for you 1.60 EUR.

If you borrow an item from the library, make sure to return it on time, or you have to pay for the delay. You can renew the due dates of your borrowed items via phone, using the online library system, by e-mail (laenutus@utlib.ee) or at the library.


**14. Student Council**

Address:
Ülikooli 18b, 51014 Tartu (next to UT main building)  
http://www.tyye.ee/en  
Tel: 737 5400  
E-mail: info@tyye.ee  
Hours: Mon-Fri, 11.30–16.30
The Student Council is the largest student organisation in Estonia. Its mission is to represent the interests of all UT students within the university administration, the Estonian government and society. First established in 1923, forced to shut down by the Soviet occupation, and re-established in 1990, the Student Council is an assembly that is democratically elected by the student body.

The Student Council offers consulting, information and solutions for problems that students come up against. It also organises different cultural events such as Night Library during exam sessions, University Anniversary Ball, various concerts and parties. It is generally a voice on behalf of the students and their interests in Estonia.

**15. Support services for UT students**

**Tutors** are senior students who volunteer to help newly arrived students, both international and Estonians, to adapt into academic environment at the University of Tartu. They are ready to provide additional guidance and information on several matters, ranging from a study system and student life to living conditions in Tartu. All newly arrived international students are divided into small groups, and each group will get a tutor. You will meet your tutor at the orientation course.

If you have questions on how to manage your studies at the University of Tartu (register for courses etc), get into the student life, or find important locations (computer classes, lunch rooms etc.), do not hesitate to contact your tutor. If you have problems with getting in contact with your tutor, please contact your coordinator at the ISS.

**Specialists of Academic Affairs at the college** can help you in questions related to your study programme, the organisation of studies at the UT and your rights and duties as a UT student.
If you cannot get an answer to a question regarding the organisation of studies from your faculty, you can also contact the **Student Advisor at the Office of Academic Affairs:**

**Kadri Kattai**  
Ülikooli 18–131, Tartu  
Mon-Fri 9.00–16.00  
noustaja@ut.ee, Tel: 737 5622

Student **psychologist** supports students in difficulties they may face in their studies and personal lives. The psychologist may be able to help you in questions or problems related to:

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

UT offers psychological counselling in Estonian, English and Russian (free of charge).

**Psychological counselling:**  
To make an appointment, please contact:  
psyhholoog@ut.ee  
http://www.ut.ee/en/welcome/support-services-ut-students
Career counselling helps students make decisions related to their work and education, plan and develop their career and develop their job search skills. Career Service Coordinator can help students to:

- choose their specialisation and plan further education;
- plan their working life (applying for a job, drawing up documents and preparing for a job interview);
- understand themselves (their knowledge, abilities, skills, interests, values, needs and characteristics);
- see and evaluate the real situation (including study and work opportunities); and
- re-evaluate the situation and make new choices and decisions.

Register for career counselling:
Tel: 737 6084, 737 6205
career@ut.ee
www.ut.ee/career

Entreprenuership counsellor can help students to:
- analyse the business potential of business ideas,
- analyse feasibility and plan business, and
- develop a business.

Register for business counselling:
Tel: 737 4810
aivar.pere@ut.ee
Skype: aivar.pere.UT

Support students assist fellow students with special needs. They are volunteers who are prepared to help those in need. Students with special needs and others interested in the subject are welcome to contact the Student Advisor:
ESN (Erasmus Student Network) supports all international students studying at the University of Tartu, not only Erasmus programme students as generally viewed. For more information, please see page 49.

Please also check http://www.ut.ee/en/studies/whom-contact-regarding to learn as whom to contact for various purposes.


1. Right of residence and residence permits (Estonian ID-card)

Right of residence for EU citizens

Citizens of the member states of the European Union, the European Economic Area and the Swiss Confederation ("EU citizens") are allowed to stay in Estonia on the basis of a valid travel document or identity card for the period of up to three months. If you stay in Estonia for longer (as international students normally do), you have to register your right of temporary residence of an EU citizen.

1) Within one month from the date of entering Estonia, register your right of residence at the Population Register Office. If you live in Tartu, you can register as a citizen of Tartu at the Population Register Office:

**Population Register Office**
Küüni 5
Tel: 736 1140
Opening hours:
Mon 9–12, 15–18; Tue 9–16; Wed-Fri 9–12, 14–16.

Take an identity document and your tenancy contract (proof of accommodation) with you.

Once you have registered yourself as a citizen of Tartu, you receive the Estonian ID code (isikukood). Please remember to send/take this number to your Coordinator at the ISS by March 15th, 2016.
2) Within one month from registering your residence, apply for the Estonian identity card which certifies your right of temporary residence:

**Migration Bureau in Tartu**
(Kodakondsus- ja Migratsioonibüroo Tartu teenindus):
Riia 132
Tel: 612 3000
e-mail: ppa@politsei.ee
Opening hours: Mon-Fri 9.00–17.00

Officers in the Migration Bureau mostly speak Estonian, some Russian and only few of them English. It is a good idea to take your tutor or someone who speaks Estonian with you.

Required documents for the identity card:
- application form (can be filled in at the Migration Bureau);
- identity document;
- coloured photograph sized 40x50 mm (you can also take a photo, free of charge, at the photo booth at the office);
- document certifying the payment of the state fee (25 EUR for EU citizens, can be paid either at the office or by bank transfer, see [http://www.politsei.ee/en/teenused/riigiloivud/](http://www.politsei.ee/en/teenused/riigiloivud/)).

After registration, the right of temporary residence is granted for a period of five years.

**More information:**
Residence permits for non-EU citizens

The following information is for the students who are going to apply for a residence permit in Estonia. You don’t have to apply for the residence permit if you are in Estonia for up to six months AND your D-visa is valid until the end of the semester.

Start applying within the two first weeks of the semester. If you start later, you may not receive the permit within 90 days. If you have not received your residence permit within 90 days, you must leave Estonia immediately! If you need to apply for the residence permit in Estonia, make sure to attend the workshop called “How to apply for a residence permit in Estonia”.

Application documents:

- document which certifies your legal income (or that of your family members who finance your studies) during the six months preceding the submission of the application, including the amount, regularity and sources of the income (you can also submit a proof of any stipend/grant your get during studies at UT, bank statement, etc.);
- health insurance contract guaranteeing that any costs related to medical treatment as a result of illness or injury during the period of validity of the residence permit will be met;
- document certifying the payment of the state fee (64 EUR, more information: http://www.politsei.ee/en/teenused/riigiloivud/);
- identity document;
- coloured photograph sized 40x50 mm (or take a photo, free of charge, at the photo booth at Tartu Migration Bureau).
You have to submit the application package in person at the Migration Bureau:

**Migration Bureau in Tartu**  
(Kodakondsus- ja Migratsioonibüroo Tartu teenindus):  
Riia 132  
Tel: 612 3000  
e-mail: ppa@politsei.ee

Opening hours: Mon-Fri 9.00–17.00. You can go directly to the bureau, but it is also possible to make a reservation online: https://www.politsei.ee/en/kontakt/teeninduspunktis-aja-broneerimise-voimalus.dot.

Officers in the Migration Bureau mostly speak Estonian, some Russian and only few of them English. It is a good idea to take your tutor or someone who speaks Estonian with you.

A residence card issued for studies in Estonia is not valid as a travel document, but you need to have it along while travelling outside Estonia.

**Within one month** after receiving your residence permit, register your residence at the Population Register Office. If you live in Tartu, you can register as a citizen of Tartu at Population Register Office in Tartu, Küüni 5, phone 736 1140 (for opening hours, see p. 29).

Once you have received your Estonian residence permit card, send your Estonian ID code (*isikukood*) to your Coordinator at the ISS **by March 1st, 2016.**
Note that students who have been given a temporary residence permit for studies are allowed to work, when it does not disturb their studies. Students holding the temporary residence permit must study full-time (at least 22.5 ECTS per semester), except for exchange and visiting students, who need to earn 15 ECTS per semester as required by UT.

**Extending the residence permit**

The requirements mentioned above apply also to the **extension of the residence permit**. If you need to extend your residence permit, apply at least 2 months before the expiry of the existing residence permit.

**Long-stay (D) visa for non-EU students staying for one semester**

D-visa can be applied for a number of reasons such as study, work or family relations and it may be issued for single or multiple entries into Estonia with a **period of stay up to six months**.

D-visa holders do not need to register themselves in the Population Register Office in Tartu or apply for the residence permit.

D-visa enables to travel in the Schengen area **for up to 90 days in a six-month period** under the same conditions as the holder of a residence permit.

More information about D-visa:


If you have any problems concerning your rights as a D-visa holder, please contact Estonian Ministry of Foreign Affairs or Police and Border Guard Board immediately.
2. How to use your Estonian ID card

ID-card and digi-ID are the easiest, most convenient and most secure methods of using internet banking and other e-services.

In order to use your ID card and digi-ID, you need the following services:

- **ID-card software** – download the software at the address installer.id.ee.
- **PINs** – issued with an ID-card. In the event that you have lost the codes, you will be able receive new codes from a service office of the Citizenship and Migration Bureau of the Police and Border Guard Board or a bank branch that offers ID-card follow-up services.
- **Valid certificates** – if the certificates have expired, you will be able to renew them yourself with the ID-card administration tool or in the internet at the address www.sk.ee/id-kontroll.
- **A computer with an internet connection**
- **A card reader** – ask for one from a computer store or your local bank branch.

You can read more for using Estonian ID-card: [http://www.id.ee](http://www.id.ee) and [https://e-estonia.com](https://e-estonia.com).
3. Health insurance

International students studying in Estonia are not covered by the Estonian Health Insurance Fund (*Haigekassa*), unless they are (1) full time PhD students holding the temporary residence permit or right of residence, (2) employed in Estonia or (3) have the permanent residence permit or permanent right of residence. Thus, the students not belonging to the groups mentioned above need to ensure that they have some private health insurance for the period of study in Estonia.

Full-time PhD degree seeking students will be informed separately regarding the right for the national health insurance. Visiting PhD students are not covered with the Estonian Health Insurance Fund.

**a. EU health insurance card for EU citizens**

If you are an EU citizen and have valid health insurance in your home country during your studies in Estonia, you can apply for the **EU health insurance card** (EHIC) or substitute certificate of an EU health insurance card (form E128). You should apply for that from the social service authorities in your home country before arriving in Estonia.

**EHIC is not an alternative to travel insurance.** It does not cover private healthcare, visit fees or costs such as a return flight to your home country or lost/stolen property. More information about what is covered with EHIC in Estonia can be found at: [http://ec.europa.eu/social/main.jsp?catId=858&langId=en](http://ec.europa.eu/social/main.jsp?catId=858&langId=en) > Estonia.

To be eligible for an EHIC, you must be insured by or covered by a state social security system in any member state of the European Union, Iceland, Liechtenstein, Norway or Switzerland.
EU and EEA students studying in Estonia for a degree are not covered by the Estonian Health Insurance Fund, unless they are employed in Estonia or have the right of permanent residence. EU and EEA students not covered by the Estonian Health Insurance Fund can receive the EHIC from their home country, and only if they are covered by the social security system of their home country.

If you cannot get the EHIC for the reasons described above, please check if any of the private health insurances listed on the next page meets your expectations/needs. **You should not be without any health insurance!**

**b. Private health insurance**

Non-EU students and EU students who cannot have the EU health insurance card should purchase private insurance cover from an insurance company.

Most often, international students in Estonia choose one of the following insurance companies:

- **AON Student Insurance:** [www.aonstudentinsurance.com](http://www.aonstudentinsurance.com)
- **ERGO Insurance:** [www.ergo.ee](http://www.ergo.ee)
- **If Insurance:** [www.if.ee](http://www.if.ee)
- **SwissCare International Student Health Insurance:** [www.swisscare-intl.com](http://www.swisscare-intl.com)
- **Crystal Studies Insurance:** [www.kindlustusest.ee/pages/show/student_insurance](http://www.kindlustusest.ee/pages/show/student_insurance)
- **Insurance offered by ISEP program (for ISEP students only).** If you have ISEP insurance you need to ask from IEES ([claims@iees.com](mailto:claims@iees.com)) the ‘Confirmation of Coverage’.
If you are applying for the Estonian residence permit, you should opt for one of the abovementioned companies, as only these are approved by the Estonian Migration Board. For more information, see [http://www.ut.ee/en/welcome/health-insurance-0](http://www.ut.ee/en/welcome/health-insurance-0).

Whichever insurance you are using, be prepared to cover your medical costs yourself first. If you have to pay for medical services, keep all the cost documents and apply for refund from your insurance provider according to the provider’s procedures. If the costs are eligible under your insurance policy, the provider will make the refund.

c. Full-time PhD degree seeking students

You will have the Estonian national health insurance coverage once you have the temporary residence permit (non-EU/EEA citizens) or have registered your right of residence and have provided the UT with your Estonian ID card number. That enables the UT to pay you a doctoral allowance which in turn guarantees national health coverage.

4. Health care system in Estonia

Family practitioners

All insured people should choose a family practitioner, who is the first contact point in case of illness. The family practitioner treats minor illnesses, can make home visits and gives referrals to visit a medical specialist. No referral is needed to visit a psychiatrist, gynaecologist, dermatovenerologist, ophthalmologist, dentist, pulmonologist (for tuberculosis treatment), infection specialist (for HIV/AIDS treatment), surgeon or orthopaedist (for traumatology).
For more information on family practitioners, see [https://www.haigekassa.ee/en/people/family-physicians](https://www.haigekassa.ee/en/people/family-physicians). The list of family practitioners in Tartu is available on [www.tartu.ee](http://www.tartu.ee). As the information is in Estonian, ask your tutor’s help when choosing and signing up with a family practitioner. In case the doctor does not speak English, you could also try asking your tutor to come with you to the appointment. Do not forget to take your EHIC or private health insurance documents with you.

**English speaking family practitioners in Tartu:**

- **Doctor Liina Kask-Fligt**  
  Family Physicians of the City centre of Tartu  
  Address: Gildi 8, Tel. +372 744 1372

- **Doctor Ruth Ladva**  
  Address: Puusepa 1a, room 2016 (2nd floor)  
  Tel. +372 731 9259

As the practitioners serve people according to the registration, **if you need to visit a family practitioner, call beforehand and make an appointment!** Visit to a family practitioner is free of charge to the residents of European Union, Lichtenstein, Iceland, Switzerland and Norway with EHIC (European Health Insurance Card), but a family practitioner can charge a visit fee of up to 5 EUR when making a home visit.

Visit for others costs approx. **20 EUR**, plus fees of other procedures done by the practitioner.

For **24-hour medical telephone counselling**, call 1220. The service is guaranteed in Estonian and Russian.
Emergency medical service and accident ward

Emergency medical care unit:
L. Puusepa 8, Section G1. Tel: 731 8195, 731 8202

The accident ward and the emergency medical service unit are open 24/7 and you may seek help from them in case of emergency, especially at weekends and at night time when family practitioners are off duty. In Tartu, both the emergency medical care unit and the accident ward are located in Puusepa St. 8.

In the case of emergency treatment, you may always go to the emergency reception or call an ambulance. 
You can call an ambulance on 112 from all over Estonia.

Transportation by ambulance in the case of emergency is free of charge. Visit fee of up to 5 EUR can be charged if you go to the emergency reception.

Specialised medical care

All visits to medical specialists are organised via the family practitioner except for specialists listed on p. 37. International students are advised to consult the family practitioner when choosing a particular medical specialist. Visit fee for a medical specialist is up to 5 EUR. However, some appointment times are outside the insurance scheme and then the visit fee may be much higher. It is advisable to ask about the visit fee when making the appointment.

Medical specialist may find that you need hospitalisation. If you are insured, in-patient fee of up to 2.50 EUR per day is charged for up to 10 days per hospitalisation.
In most cases, you should only pay the visit fee and the doctor will send invoices for the rest of the costs directly to your insurance provider. If the doctor you visit does not have a contract with the insurance provider for the compensation of cost, you must pay the full cost of the health service yourself. In that case, keep all the cost documents and referrals and apply for compensation from your insurance provider. If you have any problems using your EHIC card in Estonia, you can ask for information and advice from your insurance provider or the **Estonian Health Insurance Fund by calling their information line 16363**. If you have private health insurance, ask information from your insurance provider.

**Tartu department**  
of the Estonian Health Insurance Fund:  
Põllu St. 1a  
Info line: 16363, e-mail: tartu@haigekassa.ee

**Dentists**

Adults have to pay for dental care. A usual visit may cost from 10 EUR upwards depending on the problem. There are many dental care providers in Tartu, the most central one is the Stomatology Clinic of Tartu University (Town Hall Square 6, 2\(^{nd}\) floor, tel. 731 9100).

You can find information on dental care providers on [www.tartu.ee](http://www.tartu.ee) (it is in Estonian, so please ask further assistance from your tutor).

**Pharmacies**

There are many pharmacies all over the Tartu, usually situated in the department stores or close to a grocery store. Usually the pharmacist can assist you with the simple medical problems. 24-hour pharmacy, Tartu Raaapteek, is located in the town hall building (at Town Hall Square).
5. Telecommunication

**Calling in Estonia:** you do not need to use the Estonian country code (372), but only a 7 or 8 digit number as they are in Estonia.

**International long distance calls:** dial 00 + country code + area code and local number.

**Calling to Estonia from abroad:** dial whatever you need to get an international line in your home country, then 00372 (Estonia’s country code), and then the local number.

There are several mobile communication operators in Estonia. They offer many different price packages – you have to choose which one is best for you. The easiest way is to use a prepaid SIM card (the initial credit may vary in different companies), as then you do not need any contract. **All international students get a prepaid SIM card at the orientation course**, but you can also buy them at shops and kiosks.

Main mobile operators:
**Telia** (office in Tasku), **Elisa** (in Kaubamaja) and **TELE2** (in Kaubamaja).

If you have decided to make a contract with a local company, be aware that calls are billed on a monthly cycle. For example, your phone bill for January is delivered in mid-February. Estonian telephone bills are not itemised, but it is possible to ask for a printout of the calls made (most of the times for an additional fee).
6. Banking system

There are several banks between which you can choose to open your bank account or use any other bank-related services, including internet banking:

**Swedbank:**
Turu 1, opening hours: Mon-Fri 9–17, [www.swedbank.ee](http://www.swedbank.ee)

**SEB Pank:**
Ülikooli 2, opening hours: Mon-Fri 9–17, [www.seb.ee](http://www.seb.ee)

**Danske Bank:**
Ülikooli 6a, opening hours: Mon-Fri 9–18, Sat 10–15, [http://www.danskebank.ee](http://www.danskebank.ee)

**Nordea:**
Kaluri 2, opening hours: Mon-Fri 9–18, Sat 10–14, [www.nordea.ee](http://www.nordea.ee)

**LHV Pank:**
Kaluri 2 (III floor), opening hours: Mon-Fri 9–18, [https://www.lhv.ee/](https://www.lhv.ee/)

**Current account.** You can open current accounts in euros or in foreign currency. When opening an account, pay attention to the service fees and charges. Information about prices can be found at the webpages of each bank or from the bank offices (also see more information at: [http://www.ut.ee/en/welcome/banking-system](http://www.ut.ee/en/welcome/banking-system)). Please be prepared that account opening may take 5–7 days.

To open a bank account, go to any branch of a bank. In most cases, you need:

a) valid ID with photo (usually passport);

b) document that proves your student status at the University of Tartu (student card or confirmation of studies).
Debit cards. Upon opening your account, you usually receive a debit card free of charge. However, there might be a small monthly fee. In Estonia and abroad, the debit card enables you to pay for goods and services and to withdraw cash from ATMs. There are different options available especially for students, but the most widespread are NPNK Euro<26 Student card (Swedbank) and ISIC card (SEB and Swedbank). These cards enable many special offers and prove your student status at ISIC or NPNK partners.

Money transfers from abroad. The quickest option is an international payment order. For this the following information about the recipient is required: recipient’s name and address; recipient’s account number and recipient’s bank data (address and SWIFT or IBAN code). In the European Union, IBAN codes are used for processing international payments efficiently and quickly. Keep in mind that the European payment (SEPA payment) is one of the least expensive ways to make a euro payment within the EU: http://ec.europa.eu/internal_market/payments/sepa/index_en.htm.

Money transfers and online banking in Estonia

Money transfers using Internet banking are the simplest and cheapest way to make a payment. Most banks in Estonia provide online banking also in English.
6. Currency exchange

Estonian official currency is euro (EUR).

Some options for currency exchange in Tartu:

<table>
<thead>
<tr>
<th>Exchange Office</th>
<th>Address</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tavid</td>
<td>Ringtee 75 (Lõunakeskus)</td>
<td>Mon-Fri 9–21, Sat-Sun 10–19</td>
</tr>
<tr>
<td>Silver</td>
<td>Raatuse 41-4</td>
<td>Mon-Fri 9–19, Sat 9–17</td>
</tr>
<tr>
<td><strong>Swedbank:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorpat</td>
<td>Turu tn. 1</td>
<td>Mon-Fri 9–17</td>
</tr>
<tr>
<td>Annelinn (Eeden)</td>
<td>Kalda tee 1c</td>
<td>Mon-Fri 10–18, Sat 10–16</td>
</tr>
<tr>
<td>Lõunakeskus</td>
<td>Ringtee 75</td>
<td>Mon-Fri 10–19, Sat 10–18</td>
</tr>
<tr>
<td><strong>SEB Pank:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lõunakeskus</td>
<td>Ringtee 75</td>
<td>Mon-Fri 9–17</td>
</tr>
<tr>
<td>Eeden</td>
<td>Kalda tee 1c</td>
<td>Mon-Fri 10–19, Sat 10–16</td>
</tr>
</tbody>
</table>

8. Public holidays

Lots of places, including the UT, have limited opening hours on the previous day and are closed on the public holiday.

<table>
<thead>
<tr>
<th>Date</th>
<th>English Name</th>
<th>Estonian Name</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
<td>uus aasta</td>
<td></td>
</tr>
<tr>
<td>February 24</td>
<td>Independence Day</td>
<td>iseseisvuspäev</td>
<td>National holiday – celebrates the declaration of independence in 1918.</td>
</tr>
<tr>
<td>Moveable Friday</td>
<td>Good Friday</td>
<td>suur reede</td>
<td>In 2016, March 25.</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
<td>---------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>May 1</td>
<td>May Day</td>
<td>kevadpüha</td>
<td></td>
</tr>
<tr>
<td>Moveable</td>
<td>Whitsunday (Pentecost)</td>
<td>nelipühade 1. püha</td>
<td>In 2016, 15 May.</td>
</tr>
<tr>
<td>June 23</td>
<td>Victory Day</td>
<td>vöidupüha</td>
<td>Celebrates the victory in the Battle of Võnnu during the Estonian War of Independence.</td>
</tr>
<tr>
<td>June 24</td>
<td>St. John’s Day or Midsummer Day</td>
<td>jaanipäev</td>
<td>Jaaniõhtu is celebrated in the night before Midsummer Day.</td>
</tr>
<tr>
<td>December 24</td>
<td>Christmas Eve</td>
<td>jõululaupäev</td>
<td></td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day</td>
<td>esimene jõulupüha</td>
<td></td>
</tr>
<tr>
<td>December 26</td>
<td>Boxing Day</td>
<td>teine jõulupüha</td>
<td></td>
</tr>
</tbody>
</table>
1. Student festivals


**Spring Days** are held at the end of April, early May. During one week about 80 events are organised. The most popular events are boat race on the river Emajõgi, the race of self-made vehicles and the Night Song Festival. Numerous parties outside or in pubs and clubs take place.

**Autumn Days** are similar to the Spring Days but they are held in October and the emphasis is on indoor activities. Competition for the best student film and the best student band are held.

**Winter Days** are organised in February in Pärnu, Western Estonia. Free buses take students from Tallinn and Tartu to a weekend there. Highlights of the Winter Days are the Pub Bus and the Morning Rehab, but also competitions and parties similar to other Student Days are organised: [http://www.talvekad.ee/](http://www.talvekad.ee/).

In addition to Student Days, there are **Students Summer Games** held in July in Käärikü, a sports centre 50 km from Tartu. Students can participate in various competitions ranging from orienteering or triathlon to egg tossing and Frisbee playing.

2. Sports

The activities are carried out by means of various amateur and professional groups under the instruction of the Academic Sports Club of the University of Tartu. The trainings take place mainly in the sports buildings of the University of Tartu:
The main sports hall: Ujula St. 4;
Stadium and gym: Staadioni St. 21 (next to the sports hall);
Toomeoru outside tennis-courts: in Toomemägi, Baeri St. 6;
Rowing is located in Emajõe rowing base, Ranna tee 1.

To choose an activity, and get to know schedules and fees, please contact the Sports Club (Ujula St. 4).

University Sports Club:
Ujula St. 4, 51008
E-mail: info@tysk.ee
Tel: 737 6280
www.tysk.ee

Fitness club:
Ujula St. 4, 51008
E-mail: ivika.varton@ut.ee
Tel: 56 478 117
www.tysk.ee/fitness/

In addition to the facilities of the university, you can also choose from various sports clubs in town. Most of these clubs offer discounts for students, but are normally more expensive than the university facilities.

The water centre Aura (Turu 10) has a big swimming pool, water park and fitness club. The prices range from 3-13 EUR per visit. For more information, check www.aurakeskus.ee.

Information about sports activities in Tartu:
www.visittartu.com
3. Academic organisations and societies

There are several fraternities, sororities and other student organisations in Tartu (including Fraternitas Fennica – the organisation of Finnish students), as well as male and female choirs. Other organisations include:

- AIESEC (*Association Internationale des Étudiants en Sciences Économiques et Commerciales*),
- ARCHE (Association of Archaeology Students), ISA (International Student Association),
- Circle of International Relations (RSR),
- EGEA (European Geography Association for Students and young Geographers),
- AEGEE (*Association des Etats Généraux des Etudiants de l’Europe*),
- Association of Estonian Medical Students,
- Foundation for Science and Liberal Arts Domus Dorpatensis
- Baltic-German Cultural Society, Estonian Academic Oriental Society,
- Estonian Academic Legal Society, etc.

Additional information on
4. ESN – Erasmus Student Network

Erasmus Student Network (ESN) is one of the biggest interdisciplinary student associations in Europe, founded in 1990 for supporting and developing student exchange. There are nearly 300 higher education institutions in the network and it is constantly developing and expanding. ESN is operating on three levels: local, national and international.

ESN Tartu is an organisation that aims to support all international students of the universities in Tartu. It works in close contacts with the Student Council and with the UT International Student Service. ESN Tartu provides all kind of practical information to international students via Facebook and mailing list (students@esn.ee), organises leisure activities, such as sports events, trips and parties, that all bring international students closer to local life.

For more information, see www.esn.ee or e-mail info@esn.ee.
LIFE IN TARTU

1. Safety – for new citizens of Tartu

The aim of this chapter is not to scare you off but to inform you. Tartu is a safe town, but we want you to know what you can do to keep you away from serious troubles.

As many studies indicate that often a victim’s inappropriate behaviour has facilitated a crime, Tartu Police has collected several good recommendations you can follow.

- Do not drink alcohol with people you do not know and avoid intimate contacts with strangers.
- Do not walk late in parks and other lonely places. If this is inevitable, choose more crowded and well-lit routes.
- Wearing a pedestrian reflector during the darker months is compulsory!
- If you do not feel secure, you might provide yourself with defence devices. An act that has been committed to resist an unlawful assault is justified if the defence is commensurate with the character of the assault (Art. 28 of the Penal Code). If you are at least 16, you may buy defence devices for civilian use, such as portable alarm signals and tear or pepper-gas spray that do not need to be registered (Art. 19 of the Weapons Act). Nerve gases and electric shock devices are prohibited in Estonia.
- Keep your handbags or backpacks with you. Do not carry your wallet in the outside pockets of your coat or trousers or lying on top in your handbag or backpack. Keep personal documents separately from your money.
Never attach the PIN-code to your banking card. If you have to, write the PIN-code in an encoded form somewhere else.

- Get a good U-lock for your bicycle. The bicycle is in danger in lonely places!
- Park your car in a guarded parking lot and install an alarm signal in the car. When you choose a radio for your car, prefer models which you can take with you when you leave the car. If you leave valuable things – sport bags, laptops or other electronic devices – in the car, this can become the reason for breaking into your car.

If you get into serious trouble, immediately inform the police by calling to the emergency number 112.

- Keep the scene of a crime untouched and identify possible witnesses.

If you do not speak Estonian, find somebody who can translate for you in an emergency case.

2. Getting around

Public bus transportation: inner-city

From September 2015, the City of Tartu started using a modern ticketing system which can be used in many places throughout Estonia (Tallinn, Harjumaa, Kohtla-Järve and Tartumaa, and on Go Bus intercity lines) and Europe. The new ticketing system uses credit card-sized bus cards and similarly sized stickers, which can be attached to a wallet, telephone, or other handy item. Both the card and the sticker function as bus cards, and passengers can decide which one is most convenient for them.
When boarding a bus, hold your card or sticker up to the validator until you hear a beep. If your card has credit or a valid ticket, but you have not validated your trip, you may be fined. You can check your account balance by swiping your card a second time. Up to five people can travel together with single tickets using one card. First, register your card at the validator, then choose the number of tickets to be purchased using the arrows on the validator, and then confirm your purchase by pressing OK and swiping your card again. Additional travellers can buy full tickets only.

Bus cards and stickers can be purchased at R-Kiosk, shopping centres, and other stores. A list of retailers is available at www.tartu.ee/bussikaart. Cards cost €2.

You can load money onto your card and buy tickets at sales points, online at www.tartu.ee/bussikaart_eng and via mobile phone.

Ticket bought from the bus driver is excluded from the card system; it is issued on paper, and is more expensive.

**In order to receive travel discount (discount almost 40%), students have to personalise the card.** Bus cards can be personalised at sales points and online at www.tartu.ee/bussikaart.

**However, students with any visa (C or D) and those EU students who do not have the right of residence** can only use a non-personalized bus card. These non-personalized cards do not grant any discount, but are still cheaper than those bought from the bus (see prices below).

More information:  
http://www.tartu.ee/?lang_id=2&menu_id=9&page_id=25230
Cost
1 single ticket 0.83 EUR
1 single ticket with discount 0.51 EUR
1 ticket from bus 1.50 EUR
1 h ticket 0.96 EUR
1 day ticket 2.11 EUR
10 day ticket 7.03 EUR
10 day ticket with discount 3.52 EUR
30 day ticket 15.34 EUR
30 day ticket for students 7.67 EUR

Bus info
Bus info online: [http://tartu.peatus.ee/#city/eng](http://tartu.peatus.ee/#city/eng)

Buses and minibuses operate regularly from 6.00 to 23.00. The web page tartu.peatus.ee helps you to use Tartu public transportation network in the most efficient way. You can check timetables for stations and bus lines (both ordinary and express buses).

To get outside of Tartu,
check the timetables and prices on:
[www.peatus.ee](http://www.peatus.ee) (intercity buses)
[www.tpilet.ee](http://www.tpilet.ee)
[www.elron.ee](http://www.elron.ee) (trains)

Cycling
Tartu is small enough to get around by bike. You could

- or buy a second-hand bike (prices start from 65 EUR):
Rattaring: Aardla 112, tel. 5045 961, Mon-Fri 10–18, Sat 10–15
Jalgratas: Laulupeo pst 19, tel. 7421 731, Mon-Fri 10–18, Sat 10–15
Velotandem: Näituse 26, tel. 7406 116, Mon-Fri 10–19, Sat 10–16
Rattur: Side 8, tel. 734 8053, Mon-Fri 10–17, Sat 10–16

3. Cultural centres

Cultural centres provide information and organise a wide range of events. In addition, they operate as cultural embassies or networks for the nations whose culture they represent.

Finnish Institute
Ülikooli 11, tel.: 742 7319, www.finst.ee

The Finnish Institute operates a small Finnish language library with current daily newspapers from Finland, information about Finland and cultural events. It is open from Mon-Fri 10–16 and Wed 10–18. It is possible to borrow Finnish magazines and textbooks.

Academic French Institute
Ülikooli 17–201, tel.: 5069 641, www.prantsuseteaduslikinstituut.ee

Tartu Institute of German Culture
Kastani 1, tel.: 7422 639, www.dki.ee
4. Public access internet points (PAIP)

<table>
<thead>
<tr>
<th>PAIP</th>
<th>Address</th>
<th>Phone</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tartu Public Library (main building)</td>
<td>Kompanii 3/5</td>
<td>736 1379</td>
<td>Mon-Fri 9–20, Sat 10–16</td>
</tr>
<tr>
<td>Reading Room of Public Library</td>
<td>Raekoja plats 11</td>
<td>748 3012</td>
<td>Mon-Fri 9–20, Sat 10–16</td>
</tr>
<tr>
<td>Annelinna Branch Library (Public Library)</td>
<td>Kaunase pst 23</td>
<td>746 1042</td>
<td>Mon-Fri 9–20, Sat 10–16</td>
</tr>
<tr>
<td>Karlova-Ropka Branch Library (Public Library)</td>
<td>Tehase 16 (Sisustus E-Kaubamaja)</td>
<td>730 8472</td>
<td>Mon-Fri 10–19, Sat 10–16</td>
</tr>
<tr>
<td>Tammelinna Branch Library (Public Library)</td>
<td>Suur kaar 56</td>
<td>746 1035</td>
<td>Mon-Fri 9–20, Sat 10–16</td>
</tr>
<tr>
<td>Tartu Information Centre</td>
<td>Town Hall (Raekoda)</td>
<td>736 1101, 744 2111</td>
<td>Mon 9–18, Tue-Fri 9–17, Sat-Sun 10–16</td>
</tr>
<tr>
<td>Lõunakeskus Shopping Centre</td>
<td>Ringtee 75</td>
<td>730 3850</td>
<td>Mon-Sun 10–20</td>
</tr>
<tr>
<td>Bytehouse Computer Lounge</td>
<td>Vanemuise 21 (basement)</td>
<td>742 3443</td>
<td>Mon-Fri 9–18, Sat 10–14</td>
</tr>
</tbody>
</table>

5. Main public places with Wifi

Most pubs and cafés in Tartu have free WiFi: look for the WiFi sticker on the door or simply search for connection. In addition, there is WiFi on the entire Town Hall Square.
6. Leisure time

**Theatres**
Theatre “Vanemuine” and Vanemuise Concert Hall – Vanemuise 6
Theatre “Vanemuine” small building – Vanemuise 45A
Harbour Theatre – Soola 5b
Check [www.vanemuine.ee](http://www.vanemuine.ee).
Performances are mainly in Estonian.

Tartu Uus Teater – Lai 37
Performances are mainly in Estonian.

Karlova Theatre – Tähe 66
Performances are mainly in Estonian.

**Cinemas**
Cinamon – [www.cinamon.ee](http://www.cinamon.ee), Turu 2 (Tasku Centre)
Ekraan – [www.forumcinemas.ee](http://www.forumcinemas.ee), Riia 14
Athena Conference Centre – [www.athena.ee](http://www.athena.ee), Küütri 1
AHHAA 4D Cinema – [www.ahhaa.ee/en](http://www.ahhaa.ee/en), Ringtee 75
(Lõunakeskus)
Movies are mostly in English with subtitles in Estonian.

**AHHAA Science Centre** – [www.ahhaa.ee/en](http://www.ahhaa.ee/en/)

**Museums**
Information is available on [www.visittartu.com](http://www.visittartu.com)

**Shopping centres**
Tartu Kaubamaja – Riia 1, [www.kaubamaja.ee](http://www.kaubamaja.ee)
Opening hours: Mon-Sat 9–21, Sun 10–19

Tasku Centre – Turu 2, [www.tasku.ee](http://www.tasku.ee)
Opening hours: Mon-Sat 10–21, Sun 10–18
Lõunakeskus – Ringtee 75, www.lounakeskus.com
Opening hours: Mon-Sun 10–21

Zeppelin – Turu 14, www.zeppelin.ee
Opening hours: Mon-Sun 10–20

Eeden – Kalda 1C, www.eeden.ee
Opening hours: Mon-Sun 10–21

**Grocery stores:** You can pay with a debit and credit card almost in every shop. In the centre (close to Raatuse, Narva and Pepleri dormitories) you can find

Comarket – Raatuse 20
Opening hours: Mon-Sun 9.00–23.00

Kivi Konsum – Narva mnt 25a
Opening hours: Mon-Fri 7.30–23.00, Sat-Sun 9.00–23.00

Ujula Konsum – Ujula 2
Opening hours: Mon-Sun 9.00–22.00

Tartu Kaubamaja – Riia 1
Opening hours: Mon-Sat 9.00–22.00, Sun 10.00–20.00

Rimi – Turu 2 (Tasku Centre) and Küüni 7 (Kesklinna Centre)
Opening hours: Mon-Sun 8.00–22.00 (Kesklinna), 8.00–23.00 (Tasku)

The closest ones to the Purde dormitory are:

Sõbra Selver – Sõbra 56
Opening hours: Mon-Sun 8.00–23.00

Sõbra Prisma – Sõbra 58
Opening hours: Mon-Sun 8.00–23.00
There are two types of markets in Tartu: **market hall and open market.** Market hall (Vabaduse pst 1) is open Mon-Fri 7.30–17.00, Sat 7.30–16.00, Sun 7.30–15.00. Open market (Soola 10) is open Mon-Fri 7.00–17.00, Sat 7.00–16.00 and Sun 7.00–15.00. Open market is closed during the winter period.

Please remember that you can pay in cash only when making your purchases on the market. Communication is in Estonian and Russian, some sellers might speak a little English, so it is a good place to practice your Estonian.

**Places to eat:**
USEFUL READING

Culture shock

‘Culture shock’ describes a common reaction to moving to a new, often unfamiliar environment. Culture shock may involve anxiety, a feeling of loss of direction or purpose, and an uncertainty of how to do things and what is appropriate in the new cultural context.

Symptoms can be physical, psychological or both, including aches, pains, allergies and other illnesses; feeling melancholy, angry, irritable, bored; crying without reason; being preoccupied with health; suffering from insomnia, overeating, loss of appetite; feeling vulnerable or powerless, and so on.

The symptoms of cultural shock can appear at different times, but often cycle through stages described in the literature as honeymoon, negotiation, adjustment and mastery. Sometimes, a fifth stage is included, namely the “re-entry shock” you may feel upon returning home.

Although not all people experience culture shock, many report feeling a double reaction of surprise and disappointment in themselves, which further complicates the process of adjustment. Although one can experience real pain from culture shock, this transitional time can also be seen as an opportunity for redefining one’s values and objectives. Culture shock can help you develop a better understanding of yourself and stimulate personal creativity.

If you feel stressed, look for help.
More information and some pointers for getting through culture shock as painlessly as possible can be found on various sites on the internet; see, e.g. Guanipa, C. (1998). Culture Shock. (Retrieved August 2004, from edweb.sdsu.edu/people/Cguanipa/cultshok.htm).

Where to get help and more information:
- Talk to your tutor.
- Talk to the psychologist – phone number 737 6211.
- Read about cross cultural conflict and adjustment. There are books and a lot of articles available on the internet (search “culture shock” in Google).
### Glossary – Sõnavara

<table>
<thead>
<tr>
<th>Estonian</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tartu Ülikool TÜ</td>
<td>University of Tartu, UT main building</td>
</tr>
<tr>
<td>peahoone (ph)</td>
<td>UT assembly hall</td>
</tr>
<tr>
<td>TÜ aula</td>
<td>classroom</td>
</tr>
<tr>
<td>ruum, auditoorium</td>
<td>Study Information System, SIS</td>
</tr>
<tr>
<td>õppeinfosüsteem, ŌIS</td>
<td>Hi/Hello</td>
</tr>
<tr>
<td>Tere!/Tervist!</td>
<td>Good bye</td>
</tr>
<tr>
<td>Head aega!/Nägemist!</td>
<td>Hello, Good bye (informal, between friends)</td>
</tr>
<tr>
<td>Tšau (ciao)</td>
<td>Thank you, Thanks</td>
</tr>
<tr>
<td>Aitäh!/Tänan!</td>
<td>Here you are, Here it is, You’re welcome, Please</td>
</tr>
<tr>
<td>Palun!</td>
<td>Cheers, Bless you (literally: to/for health)</td>
</tr>
<tr>
<td>Terviseks!</td>
<td>Yes</td>
</tr>
<tr>
<td>Jaa, Jah</td>
<td>No!</td>
</tr>
<tr>
<td>Ei!</td>
<td>No, thanks!</td>
</tr>
<tr>
<td>Tänan, ei!</td>
<td>Excuse me, I’m sorry</td>
</tr>
<tr>
<td>Vabadust</td>
<td>How are you? Fine.</td>
</tr>
<tr>
<td>Kuidas läheb? Hästi.</td>
<td>What is your name? (informal, between friends, fellow students)</td>
</tr>
<tr>
<td>Mis su nimi on?</td>
<td>What is your name? (formal, polite, between strangers)</td>
</tr>
<tr>
<td>Mis Teie nimi on?</td>
<td>My name is ...</td>
</tr>
<tr>
<td>Minu nimi on ...</td>
<td>A coffee, please.</td>
</tr>
<tr>
<td>Palun üks kohv.</td>
<td>A beer, please.</td>
</tr>
</tbody>
</table>

63
Kui palju see maksab?  How much is it?
Ma ei saa (eesti keelest) aru.  I do not understand (Estonian).
Ma ei räägi eesti keelt.  I do not speak Estonian.
Palun aeglasmalt.  Slower, please.
Avatud & Suletud  Open & Closed
Lahti & Kinni  Open & Closed / Occupied
Mehed & Naised  Men & Women
WC ▼ (Men’s) ▲ (Women’s)
Sissepääs & Väljapääs  Entrance / Admission & Exit
Tasumine sularahas!  Paying in cash (only)!
Tasuta!  For free!
Head isu! = Jätku leiba!  Bon appétit! =
Lit: Have enough bread!
Head nädalavahetust/  Have a nice (good weekend!)
Head nädalalõppu!
Head reisi!  Have a nice trip!
Jõudu tööle! Jõudu!  Have strength! Lit: Have strength while working!
Kõike head!  All the best! (Lit: all good)
Ole tubli! Olge tublid!  Take care! (Lit: be good)
Palju edu! Edu!  Good luck!
Palju öonne sünnipäevaks!  Happy birthday!
Palju öonne!  Congratulations!

üks, kaks, kolm, neli, viis, kuus, seitse, kaheksa, üheksa, kümme, üksteist, kakskümmend, kolmsada, neli tuhat – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 20, 300, 4000

E, T, K, N, R, L, P (first letters of weekdays, often used in opening hours) esmaspäev, teisipäev, kolmapäev, neljapäev, reede, laupäev, pühapäev – Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Stay Connected!

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utstudentblog.tumblr.com
blog.ut.ee

http://utambassadors.wordpress.com/
http://social.ut.ee/
UNIVERSITY OF TARTU

International Student Service
18 Ülikooli St., rooms 132, 134
University of Tartu
50090 Tartu, Estonia
Office hours: Monday – Thursday 13.00–16.00
www.ut.ee/studies