Studies at the University of Tartu

Study Abroad Centre
Autumn 2018

Ülle Tensing
• Academic life
• Study Information System
• Organisation of studies
• Where I get information
Academic life

• **Academic Calendar**
  - Academic year is divided into **two** 20-week semesters, each including 140 days

• **Curriculum**
  - has standard period of studies
  - has Programme Director as an academic leader

• **Courses**
  compulsary, elective and optional
Academic rules and principles

- UT: Good Practice of Learning (2016)
- UT: Good Practice of Teaching (2016)
- UT: Good Practice of Doctoral Studies (2014)
- UT: Guidelines for Equal Treatment (2017)
Academic principles

**Do 's**

- Set goals for your studies and participate actively in classes.
- Respect your fellow students and teaching/supporting staff.
- Follow the agreements.
- Keep your learning motivation high: plan the workload and reflect on your studies.
- Find extracurricular activities.
- Always ask for help.

**Dont 's**

- Zero tolerance to academic dishonesty (plagiarism and cheating).
- Any form of violence, bullying or discrimination is not accepted.
- Unequal treatment based on gender is illegal.
- Delay is not a norm.
- Unconstructive feedback will not help anybody.
Study Information System = õppeinfosüsteem
SIS = ŪIS
www.is.ut.ee/pls/ois/tere.tulemast

http://m.ut.ee
Study Information System

- You can see general information (curricula, syllabi, course schedules, academic calendar) without logging in.

- SIS passwords and usernames have been or will be sent to your e-mail address.

- Your account is activated on 3 September.
Relevant regulations

Once you log into SiS (ÕIS) starting from 3 September, you are requested to confirm that you are familiar with:

UT regulations governing our academic life and good practices agreed upon in our academic community.
Dear student,

We are sincerely happy that you have chosen the University of Tartu for your degree studies. Studentship brings along both rights and obligations, which are described in various regulations and are established by the university Council, Senate and the Rector (such as Study Regulations and Conditions of Compensation of Study Expenses in Formal Education). The students of the University of Tartu are required to examine the mentioned regulations carefully and are obliged to comply with the university’s legislation.

1. **Study Regulations** set out the basic rules that govern the organisation of teaching and learning in the University of Tartu degree studies.
   Study Regulations: [http://www.ut.ee/studreg](http://www.ut.ee/studreg)


2. Students pay for their studies in accordance with the procedure regulated in the document titled as **Conditions of Compensation of Study Expenses in Formal Education** (available [here](http://www.ut.ee/en/studiescurrent-students/covering-cost-tuition)).


Apart from the regulations and summaries listed, we advise that our students also study other relevant regulations, such as Procedure for Publication of Graduation Theses and Dissertations, Terms and Procedure for the Recognition of Prior Learning and Professional Experience, Procedure for Asking and Taking into Account Feedback in Formal Education and etc.


**I hereby confirm that I am familiar with Study Regulations and Conditions of Compensation of Study Expenses in Formal Education, and I am aware of the other regulations governing the organisation of teaching and learning at the University of Tartu**

*The University of Tartu has the right to change its study regulations. We recommend that students would reread the relevant regulations at the beginning of each academic year.*
Dear student,

In the Study Information System you just confirmed that you have examined UT’s most relevant regulations on academic matters, such as Study Regulations and Conditions of Compensation of Study Expenses in Formal Education and are aware of some other regulations governing the organisation of teaching and learning at UT. UT has the right to change its regulations, so we recommend that all students would reread the relevant documents at the beginning of each academic year. For the current academic year, 2017/2018, the relevant regulations and their summaries can be found as follows:

1. Study Regulations set out the basic rules that govern the organisation of teaching and learning in the University of Tartu degree studies.
   Study Regulations: [http://www.ut.ee/studreg](http://www.ut.ee/studreg)

2. Students pay for their studies in accordance with the procedure regulated in the document titled as Conditions of Compensation of Study Expenses in Formal Education ([http://dok.ut.ee/wd/?page=pub_terviktxt&pid=126710&lang=eng](http://dok.ut.ee/wd/?page=pub_terviktxt&pid=126710&lang=eng)).

Apart from the regulations and summaries listed, we advise that our students also study other relevant regulations, such as Procedure for Publication of Graduation Theses and Dissertations, Terms and Procedure for the Recognition of Prior Learning and Professional Experience, Procedure for Asking and Taking into Account Feedback in Formal Education and etc.


Have a successful academic year!

Yours sincerely

Office of Academic Affairs
Study Information System

Starting from 3 September, you will use the system to:

• Manage your contact information;
• Register for courses;
• 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;
• Give feedback;
• Vote at the Student Council elections;
• ...

...
Contact information to SIS

- E-mail address
- Phone number you use in Estonia
- Address in Estonia

Updating is **obligatory** for various reasons, including security!
Currently data from DreamApply

### Ülle Tensing: contacts

<table>
<thead>
<tr>
<th>Name of contact item</th>
<th>Value</th>
<th>Changed</th>
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<tbody>
<tr>
<td>Work phone number</td>
<td>737 5150</td>
<td>22.11.2007</td>
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<tr>
<td>Estonian account number</td>
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<td>23.01.2014</td>
</tr>
<tr>
<td>Work mobile phone number</td>
<td>5568 3533 (5150)</td>
<td>22.11.2007</td>
</tr>
<tr>
<td>Address in Estonia</td>
<td>Sõpruse pst. 10-37, 50703, Tartu linn, Tartu maakond</td>
<td>09.05.2007</td>
</tr>
<tr>
<td>Permanent address at home</td>
<td>Sõpruse pst 10-37, 50703, Tartu linn, Tartu maakond</td>
<td>22.06.2004</td>
</tr>
</tbody>
</table>

Add new contact item | E-mail, Home phone number, Work phone number, Personal web address, Estonian mobile phone number, Skype name, Estonian account number
Add new address      | Postal address
Organisation of studies
Check the brochure below
Course registration

All new students have until **17 September** to register to courses, as well as to cancel registrations.

**NB!** Separate registration for the spring semester: starts **15 December, 2018** and ends at the beginning of spring semester: **10 February, 2019**.
Tutorial on the Study Information System

- Guidelines and video tutorial:
Which courses should I take?

- Check your curriculum in SiS.
- Check the timetable in SiS.
- Ask about the recommended course schedule at your 1st meeting with your Programme Director.
First meetings

• Please check sisu.ut.ee/gettingstarted/where-and-when

• Separate meeting for PhD students and the students learning Estonian in 1 year!
Meetings for everyone

Festive opening ceremony on Monday, September 3:

www.ut.ee/en/events/20182019-academic-year-opening-ceremony-3-september

Translation into English is provided, so please join!
Tuition contracts

• Tuition fee contracts
Can be signed at the dean’s office of your Faculty starting from 3 September. Please note - in some cases it may be in the institute.

Deadline: 17 September

Do you know where your dean’s office is?
If you have to pay the tuition fee

- Invoice will be sent to you by e-mail after you have signed the tuition fee contract
- Payment in cash at the Finance Office (Jakobi 4) or by bank transfer. Deadline: 20 October.
- Payment options: semester or the entire academic year.

www.ut.ee/en/studiescurrent-students/covering-cost-tuition
Tuition contracts

• Tuition-waiver contracts
  - you will receive contract and instructions to your e-mail, but starting from next week, not sooner
  - bring your contract (unless signed digitally) to the Office of Academic Affairs

Deadline: 17 September
Study place with tuition fee being waived

You do not have to pay the tuition fee if you are not more than 6 ECTS short from your curriculum

- 1st semester – 24 ECTS
- 2nd semester – 54 ECTS
- 3rd semester – 84 ECTS
- 4th semester – 114 ECTS
- 5th semester – 144 ECTS
- 6th semester – 174 ECTS

Example: if you have 52 ECTS by the end of your 2nd semester, you have to pay for 2 ECTS during your 3rd semester.


Please consult at the first meeting what courses to take to avoid falling below “6 credit“ threshold
Completion of curriculum

For full-time studies
at least 45 ECST per year (75% of max)
in Medicine 60 ECTS per year

For study place with tuition fee being waived
at least 54 ECTS per year

Residence permit: only for full-time studies!
Assessment

• A course is considered completed after obtaining the positive result in the assessment of learning outcomes (exam/test/any other format).

The scales for the assessment of learning outcomes:
• differentiated, i.e. examination;
• non-differentiated, i.e. pass/fail evaluation.
Assessment and resit

Positive results: grades A, B, C, D, E and "passed "
Negative results: grade F and "not passed".

Per semester, one can take an exam twice (regular exam and resit). If still failing, re-register for the course in the coming semesters and complete it again.
Academic leave

- at one’s own request (once per study level)
- for health reasons
- for service in the Defence Forces
- due to caring for a child

Cannot study when on academic leave at one’s own request or for health reasons.

Can be taken from II semester

TRP limitations
Stipends paid by UT

Open a bank account in Estonia and insert your account number to SIS (as of September 3).

If there is a need to sign an agreement, you will be notified by SAC.

Payments differ in timing, yet no sooner than in October.

Where can I get information?

- UT weekly newsletter
- www.ut.ee/en/welcome/support-services
- www.ut.ee/en/studies/whom-contact-regarding
- dean’s office of my faculty:
If quick info is needed

1. Study Abroad Centre Help Desk

This Friday - Ülikooli 18, 134 (9.00 – 16.00)

2. Checklists as part of arrival ABC
Enjoy your studies at UT
Thank you!