Studies at the University of Tartu

Study Abroad Centre
Autumn 2019

Ülle Tensing
• Academic life
• Organisation of studies
• Where I get information
• Study Information System
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**
  compulsory, 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.
Once you log into SiS (ÕIS) starting from 2 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
   The summary of the rules governing teaching and learning: www.ut.ee/en/study-related-information

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).

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.


In addition, we advise our students to study Good Practice of Learning (http://www.tyye.ee/en/good-practice-learning), Guidelines for Equal Treatment (http://www.ut.ee/en/guidelines-equal-treatment) and in case of doctoral students Good Practice of Doctoral Studies (http://dok.ut.ee/wd/?page=pub_get_ttxt_dokv_file&pid=29383098&lang=eng).

Have a successful academic year!

Yours sincerely
Office of Academic Affairs
All new students have until 16.09.2019 to register to courses, as well as to cancel registrations.

**NB!** Separate registration for the spring semester: starts **15 December, 2019** and ends at the beginning of spring semester: **9 February, 2020.**
Which courses should I take?

- Check your curriculum in SiS.
- Check the timetable in SiS.
- Ask for the recommended course schedule (time table) at your 1st meeting with your Programme Director.
When is my first info session

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

• Separate meeting for PhD students and the students learning Estonian in the first year!
Tuition contracts for fee-paying students

Students **will be** notified (by e-mail) as where and when they can sign a contract. It is sometimes done at the dean’s office of your faculty or in some cases it the institute (your academic „home unit“) starting from 3 September.

**Deadline:** 16 September

All contacts – dean’s offices and institutes’ are on UT website (contacts of UT units)
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 by bank transfer. Deadline: 20 October. Cash payments, only in exceptional cases, at the Finance Office (Jakobi 4).
- Payment options: semester or the entire academic year.

Tuition contracts for holders of tuition waivers

Students will receive a contract (or have already received) and instructions to their e-mail starting from next week. These will be sent by Admission’s office.

Deadline: 16 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

Students can study during academic leave, as of September 2019.

Non EU students – there are TRP limitations you need to consider, always consult studentvisasupport@ut.ee
Stipends paid by UT, except PhD stipends

Open a bank account in Estonia and insert your account number to SIS (not immediately, but in the coming weeks).

If there is a need to sign an agreement, you will be notified by SAC. Notification comes within the first weeks, not immediately!

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

Banks: www.ut.ee/en/welcome/banking-system
Where can I get information?

- UT weekly newsletter
- Dean’s office of my faculty:

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<tr>
<th>Faculty of Arts and Humanities</th>
<th>Faculty of Social Sciences</th>
<th>Faculty of Medicine</th>
<th>Faculty of Science and Technology</th>
<th>Office of Academic Affairs</th>
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<tr>
<td>Jakobi 2 - 118, Tartu</td>
<td>Lossi 36 - 129, Tartu</td>
<td>Ravila 19, Tartu</td>
<td>Vanamulise 46 - 208, Tartu</td>
<td>Ülikooli 18 - 131, Tartu</td>
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<tr>
<td>Phone: (+372) 73 5341</td>
<td>Phone: (+372) 737 5957</td>
<td>Phone: (+372) 737 5326</td>
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<td>Phone: (+372) 737 5200</td>
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Important dates in my academic life

Are summarized for the students

https://www.ut.ee/en/studies/important-dates-1st-semester
Quick info is available

Study Abroad Centre Help Desk

This Friday - Ülikooli 18, 131/134 (9.00 – 16.00)

Check and act as presented in

Arrival ABC Checklist
Enjoy your studies at UT
Thank you!