Studies at the University of Tartu

Study Abroad Centre

Autumn 2017

Ülle Tensing
Getting started at UT

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

• Official beginning of the upcoming semester is **September 4**, and it runs until **February 2, 2018**.

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

• Registration and cancellation deadline: **September 18**, unless stated otherwise for a particular course.

**WHAT HAPPENS LATER?**
Course registration

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

• Pay attention to:
  - course level
  - assessment method

Potential obstacles…
Course registration

• Numerical course code – FLKE.03.154 – indicates to which academic unit, both faculty and its subunit (department, institute) the course belongs to.

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

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

• Learning Agreements

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

• Workload is calculated in ECTS

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

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

• The scales for the assessment of learning outcomes are:
  – differentiated assessment, i.e. examination – you will get a grade (from A to F).
  On transcript, there is no assessment expressed in percentages, but letters.
  – non-differentiated assessment, i.e. pass/fail evaluation – you won’t get a grade.
Non-differentiated assessment

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

#### See general data
- **Academic year, semester, type of study**: 2012-2013 spring full-time
- **Syllabus language**: English

#### Assessment
- **Assessment**: differentiated

#### Lecturers
- **Languages of instruction**: English
- **Maximum number of attendants**: 58
- **Study levels**: master’s studies

#### Info on course registration
- The course is open for registration 15.12.2012-10.02.2013. Cancellation deadline is 25.02.2013.
- Registration deadline for visiting students is 25.02.2013.
- If the limit for course attendants has been reached, you are offered possibility to reserve a study place.

#### Forms of teaching and learning and no of hours
- **Web-based learning**: Partially
- **Study period (in weeks)**: 24-39
- **Schedule of subjects**:

#### Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.02.2013</td>
<td>lecture</td>
<td>Introduction, Course overview and requirements. General guidelines for the final papers</td>
</tr>
<tr>
<td>20.02.2013</td>
<td>lecture</td>
<td>The EU and Russia in the changing world</td>
</tr>
<tr>
<td>27.02.2013</td>
<td>lecture</td>
<td>Key factors shaping the EU-Russia relations: rationalist analysis</td>
</tr>
<tr>
<td>06.03.2013</td>
<td>lecture</td>
<td>Key factors shaping the EU-Russia relations: constructivist analysis</td>
</tr>
<tr>
<td>13.03.2013</td>
<td>lecture</td>
<td>Russia and “normative power Europe”</td>
</tr>
<tr>
<td>20.03.2013</td>
<td>lecture</td>
<td>Institutional and legal framework</td>
</tr>
<tr>
<td>27.03.2013</td>
<td>lecture</td>
<td>Economic relations and trade</td>
</tr>
<tr>
<td>03.04.2013</td>
<td>lecture</td>
<td>Energy politics</td>
</tr>
<tr>
<td>10.04.2013</td>
<td>lecture</td>
<td>Energy politics (cont.)</td>
</tr>
<tr>
<td>17.04.2013</td>
<td>lecture</td>
<td>European Neighbourhood vs. Russia’s near abroad?</td>
</tr>
<tr>
<td>24.04.2013</td>
<td>lecture</td>
<td>European Neighbourhood vs. Russia’s near abroad? (cont.)</td>
</tr>
<tr>
<td>01.05.2013</td>
<td>lecture</td>
<td>Bilateral, regional, pan-European: issues, levels and linkages in EU-Russia relations</td>
</tr>
<tr>
<td>08.05.2013</td>
<td>lecture</td>
<td>Bilateral, regional, pan-European: issues, levels and linkages in EU-Russia relations</td>
</tr>
<tr>
<td>15.05.2013</td>
<td>lecture</td>
<td>Northern dimension and the Baltic Sea region</td>
</tr>
<tr>
<td>22.05.2013</td>
<td>lecture</td>
<td>Partnership for Modernisation</td>
</tr>
<tr>
<td>29.05.2013</td>
<td>lecture</td>
<td>Summing up and conclusion</td>
</tr>
</tbody>
</table>
Assessment

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

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

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

• Students who take courses in English must meet at least level B2 requirement on CEF scale;
• In case the Eng. language level is lower, student will need to take a language test;
• If the test shows that language level is lower than level B2, studying at UT becomes problematic.
Study Information System
SIS – ÕIS
www.is.ut.ee/pls/ois/tere.tulemast
Study Information System
SIS - ÕIS

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

• Guidelines and video tutorial:
Starting from next week, you will use the system to:

- Manage your contact information;
- Register for courses (you have already done that);
- Check your course schedule;
- Check course information;
- Access study materials;
- Get information from the lectures and other UT staff;
- See all documents concerning your student status;
- …
Where can I get information?

- your coordinator at SAC 😊
- ISS mailing list (iso@lists.ut.ee) for matters only related to studies
### Who to contact for matters most important?

<table>
<thead>
<tr>
<th></th>
<th>Dean’s office</th>
<th>College/Institute/School</th>
<th>Study Abroad Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>courses – registration/cancelling</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>confirmations, Learning Agreements, certificate about arrival/departure</td>
<td></td>
<td></td>
<td>x</td>
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<tr>
<td>visas, right of residence, other immigration issues</td>
<td></td>
<td></td>
<td>x</td>
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<tr>
<td>transcripts of records</td>
<td>x</td>
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</table>
Dean’s office

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

Can be requested it in 2 ways:

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

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

Dean’s office cannot issue Transcript of Records to the third parties. (Your friend cannot pick up your Transcript of Records).
## Contacts of faculties

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Jakobi 2 - 118, 51014, Tartu</td>
<td>Lossi 36 - 129, 51003, Tartu</td>
<td>Ravila 19, 50411, Tartu</td>
<td>Vanamuise 46 - 208, 51014, Tartu</td>
<td>Ülikooli 18 - 131, 50090, Tartu</td>
</tr>
<tr>
<td>Phone: (+372) 737 5341</td>
<td>Phone: (+372) 737 5957</td>
<td>Phone: (+372) 737 5326</td>
<td>Phone: (+372) 737 5820</td>
<td>Phone: (+372) 737 5200</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:hv.dekanaat@ut.ee">hv.dekanaat@ut.ee</a></td>
<td>E-mail: <a href="mailto:sosialdirektuur@ut.ee">sosialdirektuur@ut.ee</a></td>
<td>E-mail: <a href="mailto:med@ut.ee">med@ut.ee</a></td>
<td>E-mail: <a href="mailto:itt@ut.ee">itt@ut.ee</a></td>
<td>E-mail: <a href="mailto:nostaja@ut.ee">nostaja@ut.ee</a></td>
</tr>
<tr>
<td>humanities.ut.ee</td>
<td>socialsciences.ut.ee</td>
<td>medicine.ut.ee</td>
<td>science.ut.ee</td>
<td>ut.ee/en/studies/practical</td>
</tr>
</tbody>
</table>
Institute/School/College

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

- E-mail to a contact person at institute/school/college offering the course, indicating in the e-mail your full name, the course title and the course code.
- Do not sign up for unnecessary courses and cancel on time—other students may be deprived of participation
Faculty of Arts and Humanities

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

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

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

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

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

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

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

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

- **Institute of Economics**
  Kadi Kaur: kadi.kaur@ut.ee, J. Liivi 4-213;

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

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

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

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

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

- **Narva College**
  Ivan Polynin: ivan.polynin@ut.ee, Raekoja plats 2-205 (Narva).
Faculty Science and Technology

Institute of Mathematics and Statistics
Ms Kelli Sander: kelli.sander@ut.ee, J.Liivi 2-513;

Institute of Computer Science
Ms Heili Kase: Heili.Kase@ut.ee, J. Liivi 2-217;

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

- Institute of Sport Sciences and Physiotherapy
  Ms Mare Vene: mare.vene@ut.ee, Jakobi 5-205.
- Regarding all other courses, contact:
  Ms Kadri Veeperv: kadri.Veeperv@ut.ee, Ravila 19
  (1st floor, left wing)
Thank you!