



UNIVERSITY OF TARTU

# DEGREE STUDENT'S GUIDE

## 2012/2013



Primus



## KEY CONTACT DETAILS

If you have decided to print this booklet, you can use this page to write down the contact details of the people with whom you will have to communicate the most during your studies. This way you will be able to find the key people easily.

	Name	Phone	E-mail
Academic Affairs Specialist in your faculty/college	.....	.....	.....
Tutor	.....	.....	.....
Programme Manager	.....	.....	.....
Course Representative	.....	.....	.....
RPL Advisor	.....	.....	.....
Coordinator at International Student Service (ISS)	.....	.....	.....
Career Advisor	.....	.....	.....
Psychologist	.....	.....	.....
.....	.....	.....	.....
Faculty or College website	.....		

### STUDY-RELATED INFORMATION ON THE INTERNET

[www.ut.ee/en/studies/](http://www.ut.ee/en/studies/)

### STUDY REGULATIONS

[www.ut.ee/en/university/documents](http://www.ut.ee/en/university/documents)

### STUDY INFORMATION SYSTEM

<http://ois.ut.ee/>

## DEAR STUDENTS,

You have proven that you are among the best students. This year the competition among applicants was tougher than in previous years. You made the cut! For a start, it is an accomplishment. The University of Tartu wants to admit only the best candidates and provide education of the highest possible quality.

The characteristics of the University of Tartu and its advantage over all other universities lies in the fact that it is broad-based and thus able to approach issues from the point of view of various specialisations and thus get a much better understanding of things. For a restless and investigative soul the University of Tartu is a land of endless possibilities. This guide will help you find your way amid this amplitude of choices. Here you will find useful information ranging from the structure of curricula, examinations and scholarships to the possibilities of actively participating in decision-making processes. If you know your rights, you will be able to demand more and this will make professors work harder. Demanding students raise study quality.

The University of Tartu is a great place where, in addition to professional knowledge, you will be able to participate in student activities and find friends for life. If you join an academic student organisation you will be guaranteed an interesting and entertaining time after the lectures, not to mention strong friendships. The value of studying at our university thus not only lies in the wealth of knowledge obtained through lectures, but likewise in the people with whom you study, interact and spend your spare time.

Have a successful academic year and an active student life!

Martin Hallik  
Vice Rector for Academic Affairs



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## **University of Tartu Degree Student 's Guide**

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Photo of Martin Hallik: Andres Tennus

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INFORMATION AS OF 27.06.2012

# ABOUT UNIVERSITY OF TARTU

## STRUCTURE

The university consists of academic and non-academic units.

The **academic structure** of the university comprises faculties and faculty units (institutes, centres, clinics), colleges and R&D institutions Estonian Genome Centre and University of Tartu Library.

The University of Tartu has **nine faculties**

- Faculty of Theology
- Faculty of Law
- Faculty of Medicine
- Faculty of Philosophy
- Faculty of Exercise and Sport Sciences
- Faculty of Science and Technology
- Faculty of Economics and Business Administration
- Faculty of Mathematics and Computer Science
- Faculty of Social Sciences and Education

and **four colleges** in various places in Estonia

- Viljandi Culture Academy
- Pärnu College
- Narva College
- EuroCollege

The **non-academic structure** of the university consists of administrative and support units such as the Chancellery, Finance Office, Office of Academic Affairs, etc.

The agencies of the university include **the Botanical Garden, museums and the Gifted and Talented Development Centre.**

## MANAGEMENT

The academic decision-making body of the university is the **Senate**, which is responsible for the university's academic affairs and research and development and ensures its high quality. Among other things, the Senate adopts the Statutes of the university and submits them to the Council for approval. The Senate has a one-off right to veto the resolutions of the Council upon adoption of the budget of the university. The Senate consists of the Rector (also the Chair of the Senate) and up to 21 members elected by the members of the university and at least 1/5 of them will be students.

Day-to-day activities of the university are directed by the **Rector** who is elected for a term of up to five years by the members of the Council and Senate and other persons specified in the Statutes.

In addition to the Council, the university has **faculty councils, institute councils or research councils, and councils of the agencies, consortia, centres of excellence, areas and programmes of the university.**

There are **representatives of students** in all these councils and the details of all the representatives of students can be found on the website of the Student Council of the University of Tartu.

[www.tyee.ee/en.html](http://www.tyee.ee/en.html)

For further information on the management of the University of Tartu see the **University of Tartu Act** and the **Statutes of the University of Tartu.**

[www.ut.ee/en/university/documents](http://www.ut.ee/en/university/documents)

## STUDENT COUNCIL OF UNIVERSITY OF TARTU

**The Student Council of the University of Tartu** is a body representing students, which is elected by the students of the University of Tartu and stands for the interests of students at the levels of the university, city and state. The Student Council protects the educational, socio-economic and cultural interests of the students of the University of Tartu and expresses its opinion in all matters concerning student life.

**All students** can participate in the work of the Student Council. A new team of 31 members is formed in elections each spring. Throughout the year all active students can become supportive members of the Student Council. This allows each student to contribute to the protection of their fellow students, to the improvement of the quality of study and to make student life more diverse. In addition, each supportive member will get many new acquaintances and experience in how to organise larger and smaller student events.

You can address the Student Council with any questions that you may have about student life and organisation of studies. If you see anything that needs changing, but you do not know whom to address, come to the Student Council.

The Student Council has organised and will organise various events which have become a tradition. The university annually organises its anniversary ball, and thanks to the Student Council you can study in the night library each semester. There are also jazz and chess nights and various other events that give you a chance to get your mind off learning.

The representatives of students belong to various **decision-making bodies** where decisions that influence your life are made. Students are represented in the councils of the **university, faculties** and **institutes** and in the **programme councils** engaged in the development of curricula.

If you want that you as well as your fellow students obtain the best education possible, to have a memorable university life and to have the voice of students taken into account:

- come and run for the Student Council or become a supportive member;
- show interest in the development of curricula;
- run for the council of your faculty or institute.

Do not to wait until a decision is made for you. Come and participate in decision-making, raising study quality and improving student life.

You will find the Student Council at

Ülikooli 18b  
Phone 737 5400  
info@tyye.ee  
[www.tyye.ee/en.html](http://www.tyye.ee/en.html)

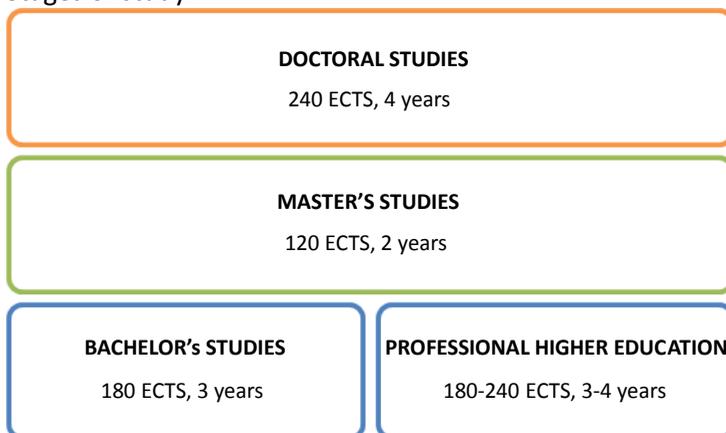
# CURRICULA

On admission to the University, the students start implementing their curriculum. A curriculum serves as the basis for studies and determines the length of the studies in years and in terms of volume. The Estonian higher education system uses the European Credit Transfer and Accumulation System (ECTS). One credit point corresponds to 26 hours of student work, including contact studies (i.e. lectures, seminars, practical training, etc.), independent work and practice and evaluation of learning outcomes.

## LEVELS OF STUDY

The Estonian higher education system consists of three levels: the first level is bachelor's studies or professional higher education studies, the second level is master's studies and the highest level is doctoral studies.

Stages of study:



**Bachelor's studies** lay the general education basis, provide the basic specialised knowledge and skills required for working in the chosen specialisation and continuing studies in the specialisation.

The purpose of **professional higher education** is to obtain the competencies required for pursuing a specific profession. The obtained practical skills give the best preparation for moving to specialised work directly from a higher education institution.

During **master's studies** professional knowledge and skills are deepened to the level where one can work independently in the chosen specialisation. The prerequisite for admission to a master's programme the bachelor's degree or education corresponding to it (e.g. professional higher education).

In **doctoral studies**, knowledge and skills required for research, development or professional creative work are obtained. In addition, a doctoral candidate supports other people's studies, being involved in teaching.

Long-cycle studies (**combined curricula of bachelor's and master's studies**) [i.e. those of Medical Science (360 ECTS) and Dentistry, Pharmacist Training and Class Teacher Training (300 ECTS)] have different levels of study and, once complete, the education obtained corresponds to the master's level.

## **WHAT SHOULD I KNOW ABOUT LEARNING OUTCOMES?**

Outcome-based studies are student-oriented and the students' purposeful **learning** has the central role (unlike in the input-based learning where the emphasis is on teaching and the contents thereof). The goals of the curriculum, module and course are defined as learning outcomes or goals.

**Learning outcome** means knowledge, skills and attitudes obtained in the course of learning and the existence and the level of attainment of which can be attested and evaluated. Learning outcomes have been described at the minimum level required for completing a curricula, module or course. The attainment of the learning outcomes at a level exceeding the minimum is differentiated by **evaluation**.

**Evaluation of learning outcomes** is a part of the learning process in the course of which the level of acquisition of the knowledge and skills of a student are evaluated on the basis of specific evaluation criteria regarding

the learning outcomes described in the curriculum. The evaluation methods and criteria have been described in the curriculum. If the learning outcomes and evaluation criteria are accessed right away once a course starts, the student will understand better what to focus on and what the lecturer will take into account upon evaluation.

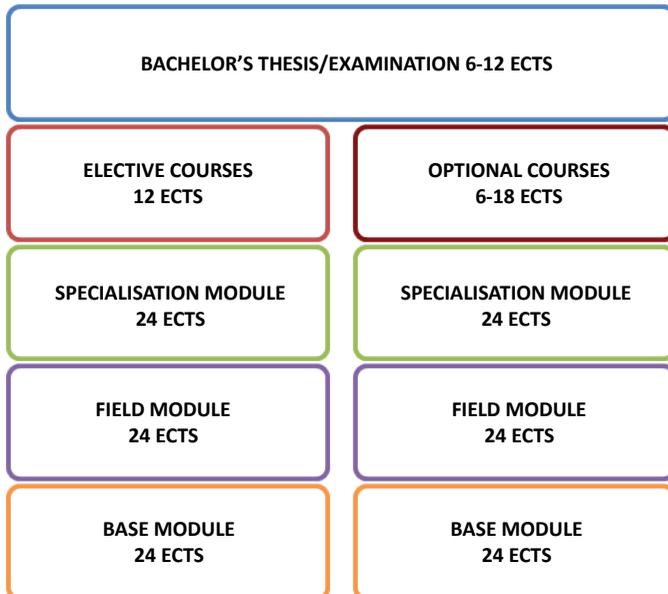
## STRUCTURE OF BACHELOR'S CURRICULUM

In bachelor's studies students can largely plan their studies themselves.

A **bachelor's curriculum** consists of:

- two base modules (24 + 24 ECTS)
- two field modules (24 + 24 ECTS)
- two specialisation modules (24 + 24 ECTS)
- at least one elective course modules (12 ECTS)
- optional courses (6-18 ECTS)
- bachelor's examination or bachelor's thesis (6-12 ECTS)

Structure of a bachelor's curriculum:



Courses have been placed into groups (**modules**) on the basis of the purposes of the curriculum and these modules make up the curriculum. Modules may be compulsory or elective. A compulsory module may contain elective courses (e.g. one of three courses must be chosen).

The possibilities of choosing the modules of the curriculum have been indicated in the field “Requirements for completion of curriculum” in the Curriculum Form in the [Study Information System](#).

## **STUDIES INCLUDING THE ESTONIAN LANGUAGE YEAR**

Students who have been admitted to an Estonian-language curriculum but whose level of Estonian is not good enough to follow Estonian-language courses must complete the Estonian language intensive course for one or two semesters (30 or 60 ECTS) before they can start to follow their chosen curriculum.

The final date of the student's study will be postponed by the time used for the Estonian language studies. If the student took 30 ECTS of Estonian-language courses in the first year, the total period of study will be for six months longer, if the scope of the language study was 60 ECTS, the total period of study will be for one year longer (see p. 49).

## **WHICH MODULES DO I CERTAINLY HAVE TO COMPLETE?**

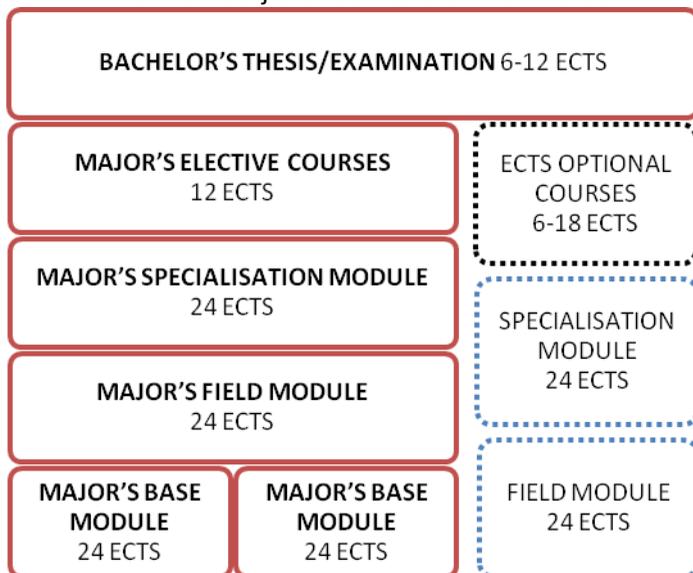
The courses and modules that you have to certainly complete during your studies make up your major. A **major** is a set of professional knowledge, skills and competencies obtained to the extent of no less than **114 ECTS**, which serves as the basis for working in the corresponding specialisation.

A **major** consists of at least:

- two base modules (24 + 24 ECTS)
- one field module (24 ECTS)
- one specialisation module (24 ECTS)
- one elective module (12 ECTS)

- bachelor's thesis or examination (6-12 ECTS)

The structure of a major in a bachelor's curriculum:



Many curricula contain more than one major and students can choose in which narrow fields they would like to obtain knowledge. For instance, if you pursue the Literature and Cultural Sciences curriculum, you can choose between the fields of Estonian Literature, Theatre Science, Folklore and Ethnology.

The volumes of the majors of some curricula may be larger and in such an event all the required modules need to be completed (e.g. the curricula of Law and Physiotherapy)

In addition to a major, you can obtain a **minor**. A **minor** is a set of courses amounting to **60 ECTS**, which may be chosen besides the major from your own bachelor's curriculum or some other curriculum.

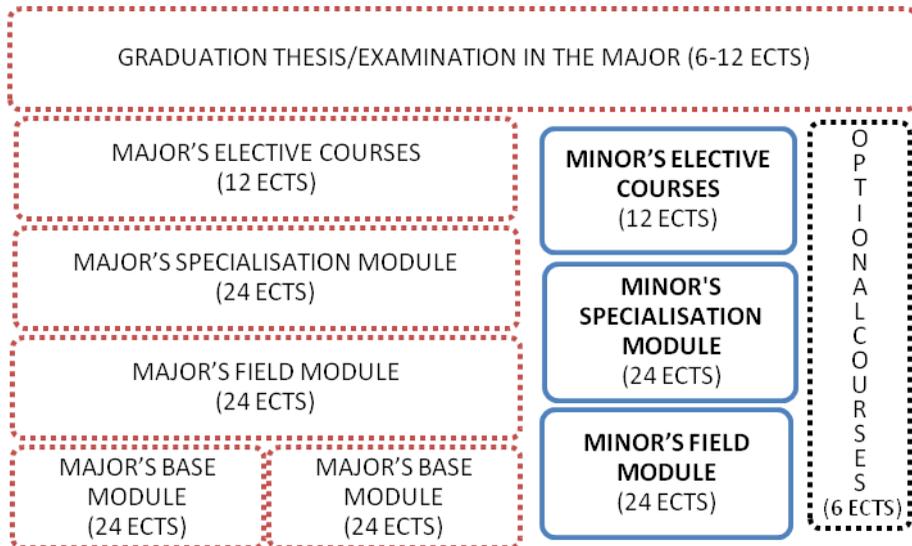
In order to obtain a **minor**, you need to complete the following in the chosen bachelor's curriculum:

- one field module (24 ECTS)
- one specialisation module (24 ECTS)

- one elective module at the expense of optional courses (12 ECTS)

The modules of the minor **must differ from those of the major**.

### The structure of a minor in a bachelor's curriculum:

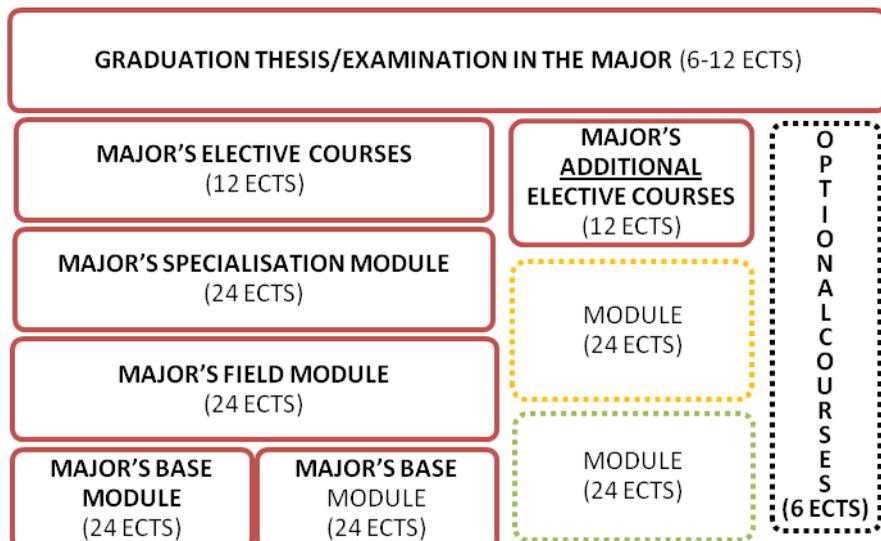


Having completed a minor, you can perform simpler work duties in the respective specialisation. In addition, you can continue your studies in the same specialisation in the master's programme (p. 18).

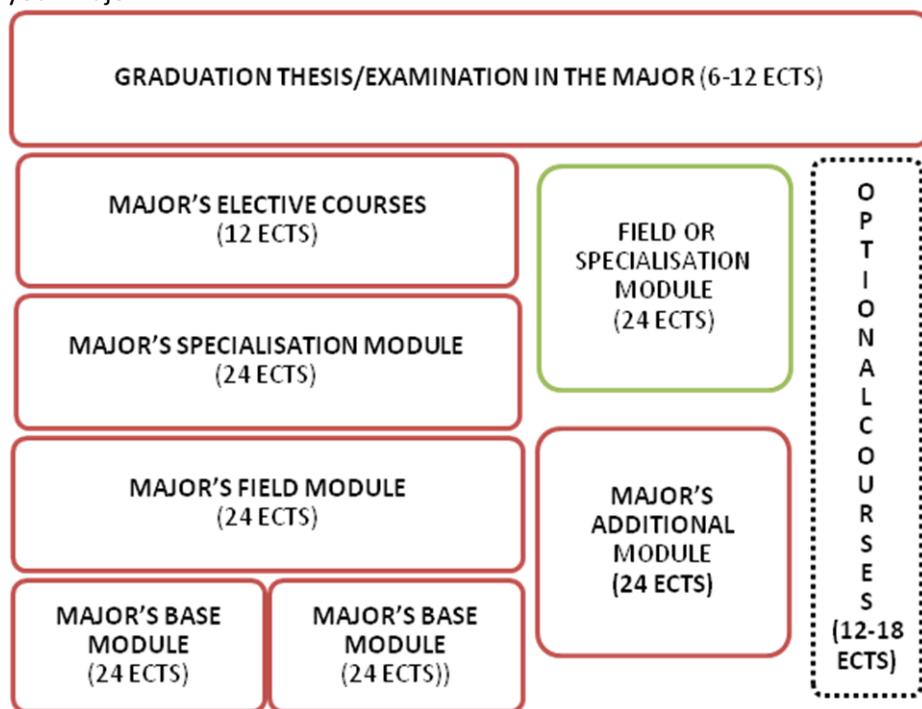
### DO I REALLY HAVE TO CHOOSE A MINOR?

If you complete your major to the minimum extent (see p. 14), you have to choose a minor. If you increase the volume of your major, you will not have to choose a minor. You can increase the volume of your major by choosing one extra field, specialisation or elective module from your curriculum. Upon increasing the volume of the major, you can choose all the remaining modules from your bachelor's curriculum or from another curriculum.

Increasing your major by way of completing an additional elective module of your major:



Increasing your major by way of adding one field or specialisation module of your major:



It is also permitted to choose all modules solely from your curriculum.

**In order to make the right decisions in choosing your minor and planning for your master's studies, you need to check out the possibilities of other curricula in addition to your own curriculum!**

**You will find all curricula in the Study Information System (SIS).**

<http://ois.ut.ee/>

The Academic Affairs Specialist or Student Advisor of your faculty, institute, department or college can also help you find the right courses and modules.

## **STRUCTURE OF CURRICULUM OF PROFESSIONAL HIGHER EDUCATION**

In a curriculum of professional higher education all modules are usually **compulsory** (except for elective and optional courses) and you cannot choose any minor from the curriculum. The curriculum comprises various modules:

- modules of 24-30 credit points (incl. at least two base modules)
- elective courses (at least 12 ECTS)
- optional courses (at least 6 ECTS)
- final examination or graduation thesis (6-15 ECTS)

At least 15% of the volume of a curriculum of professional higher education consists of **field training**.

The possibilities of choosing the modules of curricula have been indicated in the field "Requirements for completion of curriculum" in the Curriculum Form in the Study Information System.

## POST-GRADUATE STUDIES

### FROM BACHELOR'S STUDIES OR PROFESSIONAL HIGHER EDUCATION TO MASTER'S STUDIES

If you wish to continue your studies at the master's level, you will have to take into account the compulsory courses requirement for most curricula. A prerequisite course is a course that must be completed in bachelor's studies or professional higher education before admission to master's studies.

If you continue your studies at the master's level in the same curriculum, you will have taken the prerequisite courses and you only need to fulfil the admission criteria. If you studied a different curriculum or come from another higher education institution, you will have to apply for the evaluation of your previous studies. To that end you will have to fill in the required application form and submit it to the Dean's office of the faculty or to the academic affairs department of the college.

RPL (recognition of prior learning) committees may approve lists of curricula that do not need to be evaluated in terms of completion of prerequisite courses.

### FROM MASTER'S STUDIES TO DOCTORAL STUDIES

**Doctoral studies** are the highest level of higher education aimed at providing the knowledge and skills required for independent research, development or professional creative work.

Persons who have a master's degree or qualifications corresponding to it can enter doctoral studies.

[www.ut.ee/en/studies/doctoral-studies](http://www.ut.ee/en/studies/doctoral-studies)

# STUDENTS AND STUDENT PLACES

## STATE-FUNDED AND SELF-FUNDED STUDENT PLACES

Based on the source of funding, student places can be divided into

- **state-funded** (based on state-commissioned education) and
- **self-funded** (formed outside state-commissioned education) student places.

A student may be admitted to **one state-funded student place** at the same level of higher education. You can usually study on a state-funded student place only **full-time**.

In a **self-funded student place** you can study either **full-time** or **part-time**. Students studying in self-funded student places can apply for vacant state-funded student places (for further information see p. 23).

Students studying in self-funded student places are required to pay their own study expenses. To that end a **contract** is made between the university and the client of the study service (the student or a third person).

The tuition is paid as a **semester fee** for the current semester during the standard period of study. In **part-time study** you can also pay the tuition based on **the price of the credit point**. All self-funded students also pay an initial instalment of the tuition fee which is 128 euros usually paid by the second week of September at the latest, if the contract does not stipulate otherwise. You can pay the tuition:

- in a **lump sum** for the entire academic year by **October 15** (two semesters in a row);
- in **two parts** (by semester), i.e. by **October 15** for the Autumn Semester and by **March 15** for the Spring Semester;
- in **four equal parts** (the semester fee divided into two parts), i.e. by **October 15** and **November 15** for the Autumn Semester and by **March 15** and **April 15** for the Spring Semester.

The tuition is based on an invoice that the university will send to the client of the study service at least 14 days before the due date. The invoice is sent to the student electronically at the student's **ut.ee e-mail** address.

If you study on a self-funded student place, you will also have to pay for your studies during your academic leave (p.45), during your studies abroad (p.48) or upon extension of your studies (p.49).

Read the study service contract carefully and take your contractual duties and obligations seriously!

For further information on payment of tuition, see

“Conditions and Procedure for Covering the Cost of Tuition” clauses 8-16

[www.ut.ee/livelink\\_files/8193021.pdf](http://www.ut.ee/livelink_files/8193021.pdf)

## **SUBJECT SYSTEM AND ACADEMIC YEAR SYSTEM**

In the University of Tartu, studies are pursued, depending on the curriculum, either in the subject system or academic year system.

### **SUBJECT SYSTEM**

If you study on the basis of the subject system, you draw up your individual study plan by choosing modules. You can take the courses prescribed in the curriculum **in the order of your choice**, taking into account the prerequisite course requirements established in the curriculum.

### **WHICH COURSES SHOULD I CHOOSE AND WHEN?**

You can take courses in the order of your choice, but you have to take into account that by the end of **the first academic year** you will have to have completed at least **30 ECTS of the compulsory courses of your curriculum** in the full-time study (at least 15 ECTS in part-time study) and by the end of **the second academic year** at least **60 ECTS of the compulsory courses of your curriculum** (at least 30 ECTS in part-time study). This requirement does not apply to master's or doctorate studies.

**Before the postponement of the completion of a course belonging to the curriculum, you must find out if the course is available in the coming semesters and academic years.** You will get information about courses in the Study Information System or from an Academic Affairs Specialist.

### **ACADEMIC YEAR SYSTEM**

The academic year system is a study system whereby courses must be completed **in the order prescribed in the curriculum**. Before transfer to the next year, the courses of the previous academic year must have been completed. The academic year system is used in **medical doctor, dentist and pharmacist studies**.

### **FULL-TIME AND PART-TIME STUDY**

Study load means the volume of courses completed during the academic year in credit points. The estimated volume of one academic year is 60 ECTS.

- In **full-time study** you complete **75-100%** of the prescribed volume of the studies each year (45-60 ECTS per academic year).
- In **part-time study** you complete **50-75%** of the prescribed volume of the studies each year (30-44 ECTS per academic year).

**In full-time study you will complete your studies in a shorter period, while in part-time study you can stretch your studies over a longer period.**

In **medical doctor, dentist and pharmacist studies** you can only study **full-time** and by the end of each semester you will have to complete **100%** of the volume of the compulsory studies prescribed in the curriculum.

### **CAN I CHOOSE THE STUDY LOAD MYSELF?**

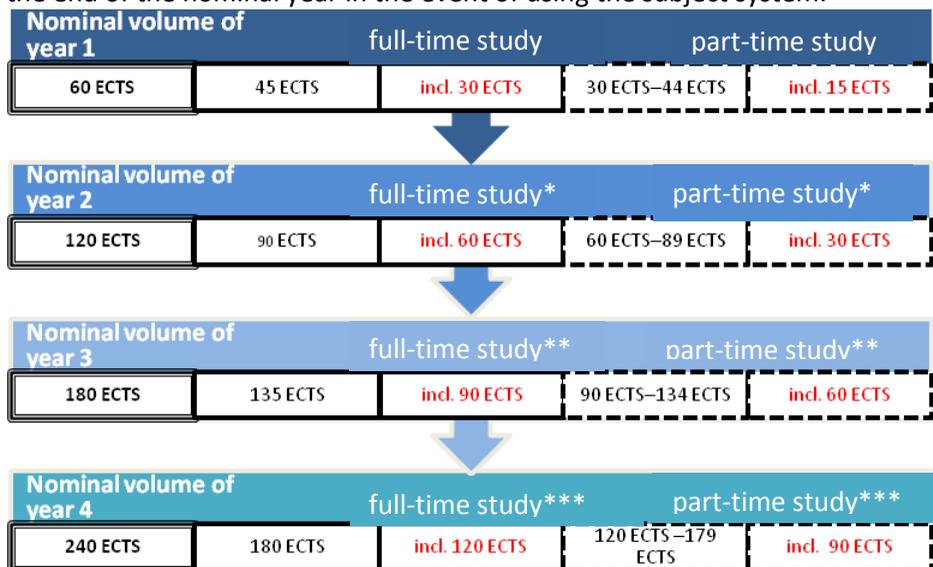
Upon admission to the university you decide whether you want to study full-time or part-time. You cannot adjust the study load in the following years. You will be transferred to full-time or part-time study pursuant to the percentage of completion of your curriculum. The completion of the

curriculum is checked at the end of each nominal academic year (i.e. the fulfilment of the study load is assessed retroactively).

In order to remain in **full-time study** you need to have at least 45 ECTS by the end of the first academic year (in bachelor's studies at least 30 ECTS thereof must be the compulsory courses of the curriculum, i.e. the major's courses), at least 90 ECTS of the second academic year (at least 60 ECTS of the major's courses), and at least 135 ECTS by the end of the third year.

In order to stay in **part-time studies**, you need to have at least 30 ECTS (at least 15 ECTS of the major's courses) by the end of the first year, at least 60 ECTS by the end of the second year (at least 30 ECTS of the major's courses) and at least 90 ECTS by the end of the third year.

The nominal volume of obtained credit points and the minimum volumes by the end of the nominal year in the event of using the subject system:



The volume of compulsory courses upon transfer from one year to the next in bachelor's studies and professional higher education has been indicated in red.

\* Minimum volume for the purpose of application for an extension in the master's studies

\*\* Minimum volume in applied professional higher education curricula whose standard period of study is 3 years or in bachelor's studies for application of extension of studies

\*\*\* Minimum volume in applied professional higher education curricula whose standard period of study is 4 years, for application of extension of studies

The standard study period of students who have to complete the Intensive Estonian Language Course in their 1<sup>st</sup> year will be prolonged according to the time spent studying Estonian (see p. 13 and 49).

### **WHAT HAPPENS IF I FAIL TO MEET THE STUDY LOAD REQUIREMENTS?**

If you have not met the requirements of full-time studies, you will be transferred to **part-time study to a self-funded student place** for the next academic year (for further information about state-funded and self-funded student places see p.19). Once you have fulfilled the requirements for full-time study, you will be transferred back to full-time study. However, if you had a state-funded student place, you can get it back only if there are any available (for further information on filling vacancies see p.23). Students who do not fulfil the requirements of part-time study are deleted from the matriculation register due to the lack of progress. They can continue their studies as external students (p.24).

For further information on the completion of the curriculum see

Study Regulations, clauses 71-84,

[www.ut.ee/livelink\\_files/1374177.pdf](http://www.ut.ee/livelink_files/1374177.pdf).

### **VACANT STUDENT PLACES AND CHANGE OF CURRICULUM**

The basis for creation of vacant state-funded student places is the state-commissioned education commissioned by the Ministry of Education and Research.

You can apply for a vacant student place if you are:

- a student studying in a self-funded student place, incl. in part-time study, provided that you meet the requirements of the full-time study;
- a student applying for a change of the curriculum;
- a student applying for a change of the study form;
- an applicant for rematriculation;

- a transferee from another university;
- an external student;
- a person who has studied in another curriculum of higher education and who has been deleted from the matriculation register.

Vacant state-funded student places can be filled within four weeks from the beginning of the semester. Self-funded student places may also be filled immediately after they have become vacant. No vacancies are filled in the Autumn Semester of the first year.

You can apply for a vacant student place if you are in the list of students of the same year where a student place becomes vacant. For instance, you can apply for a vacancy of the second year if you are a student of the second year. A third year student cannot apply for a vacancy of the second year, not even for that of a self-funded student place. A student whose studies have been extended cannot apply for a vacant student place.

The conditions of applying for a vacant student place are established in each faculty and college separately. Usually, applicants are ranked on the basis of the total credit points and the average grade of their major. In order to apply for a vacant student place, you need to submit an application to the respective faculty or college.

You will find further information about filling vacant student places, changing the curriculum and a table of vacant state-funded student places at

[www.ut.ee/livelink\\_files/1374177.pdf](http://www.ut.ee/livelink_files/1374177.pdf)

Study Regulations, clauses 25-36.

## **STUDYING AS AN EXTERNAL STUDENT**

An external student is not a regular student, but is allowed to complete a curriculum, incl. to take examinations and pass/fail tests, defend a graduation thesis or take a final examination. You have to pay **tuition fees** for studying as an external student (except for defending your graduation thesis or taking

your final examination, whereby the Dean may release you from the tuition fees in full or in part).

### **WHO CAN BE AN EXTERNAL STUDENT?**

An external student can be a person who would like to complete their interrupted studies, but who cannot apply for rematriculation, because they have been deleted from the matriculation register due to the expiry of the final date of studies or if there are no vacant student places in their curriculum.

An external student may take **less than 30 ECTS** of courses in an academic year.

In order to obtain the status of an external student, you need to submit an **application** to the faculty or college.

# STUDIES

## COURSES AND SYLLABI

### COURSES

Courses can be divided into compulsory, elective and optional courses.

A **compulsory course** is a course that you must complete in order to complete a curriculum.

An **elective course** is a course that you choose from among courses designated in the curriculum. In different curricula, elective courses have been indicated as a list of elective courses or as modules of specific elective courses. One elective module (12 ECTS) of the major must certainly be completed.

An **optional course** is a course chosen freely by you from your university or another university. You can choose any course taught in the university, provided that you have completed the compulsory prerequisite courses.

You can see whether a course is a compulsory, elective or optional course in the curriculum available in the SIS.

The volume of courses is measured in **credit points**.

### SYLLABUS

A syllabus is prepared for each course pursuant to the goals of the course. In addition to general information, you will find information about the methods of evaluating learning outcomes and their evaluation criteria, the principles of formation of a grade and the overdue work submission and examination retake policies as well as the restrictions of participation in the course, if any.

**Before you register for a course you should certainly read the syllabus!** Syllabi are public and available in the SIS.

## REGISTRATION FOR COURSES AND MODULES

You need to **register** in the **Study Information System** for all the courses that you want to take.

**First year** students and (international) guest students register for courses not later than **within two weeks** after the start of the Autumn Semester. Thereafter the registration for the courses of the Autumn Semester starts on 15 May and for the courses of the Spring Semester on 15 December and ends by the start of the respective semester.

**Over a period of three weeks** from the start of registration, the registration may be limited to the faculty, curriculum, form of study and place of study. This means that over three weeks the students for whom the course is compulsory can register for the course **before others**. If there are any vacancies after three weeks, other interested students can register for the restricted course.

### **Deadlines of registration for courses in academic year 2012/2013:**

- for first year students, **17 September 2012** in the Autumn Semester; for other students, **2 September 2012**;
- **10 February 2013** in the Spring Semester.

### **CAN I CANCEL MY REGISTRATIONS?**

By registering for a subject a student assumes the obligation to take an **examination** or **pass/fail evaluation** in the same semester (i.e. final evaluation of learning outcomes) and after completion of the course **answer the teaching and subject evaluation questionnaire** in the SIS (on examinations and pass/fail evaluations see p. 29).

You can **cancel** registration for a course when **less than 10% of contact studies** have been completed. In such an event you have the right to register, by agreement with the lecturer, for another course also only when less than 10% of the contact studies have taken place in the course.

If a course is cancelled because the number of registered students is below the minimum number of participants, you can register for another course by agreement with the lecturer in charge within seven days after the communication of the decision. The Programme Manager organises the notification of the students who have registered for a cancelled course.

## **REGISTRATION FOR MODULES**

Not later than by the end of the Spring Semester in the first year **bachelor** students have to choose all the modules of their major in the SIS: two base modules, one field module, one specialisation module and one elective module (p. 12). Not later than by the end of the Spring Semester of the second year all the modules required for the completion of the curriculum must be chosen.

If a **master's** curriculum contains elective modules, the students must choose in the SIS all the modules required for the completion of the curriculum by the start of the Spring Semester of the first year.

Upon registration for courses and modules, you can ask an Academic Affairs Specialist of your faculty, institute or college for advice.

Read more about registration for modules and courses at

[www.ut.ee/livelihood\\_files/1374177.pdf](http://www.ut.ee/livelihood_files/1374177.pdf)

Study Regulations, clauses 61-65.

[www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations](http://www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations)

## **WHEN WILL THE TIMETABLE FOR THE NEXT SEMESTER BE PUBLISHED?**

The timetables of the Autumn Semester of the regular study are available in the SIS as of 2 May and the timetables of the Spring Semester are available as of 1 December.

## FINAL EVALUATION (EXAMINATIONS AND PASS/FAIL EVALUATIONS)

The preconditions of taking an examination<sup>1</sup> and the principles of grading are specified in the course **syllabus**. You are allowed to take an examination if you have registered for the course and fulfilled all the preconditions of taking the examination. If you **have not fulfilled** the preconditions, you will **not be allowed to take the examination** and the lecturer will record a **negative result** in the examination protocol.

The examination result may also be based on tests taken in the course of studies, laboratory work, papers, etc.

### EXAMINATION DATES

In the semester where a course is taught you can **choose between at least two standard examination dates**. Examination dates are set already upon drawing up timetables.

### DO I HAVE TO REGISTER FOR AN EXAMINATION?

Usually, you do not have to register for an examination separately. Everyone who has registered for a course is automatically entered in the examination protocol. In the event of courses where the number of students is high, the lecturer may make it obligatory to register for the examination (i.e. in order to be able to get a suitable room, etc.). In such an event the examination date must be chosen in the Study Information System at least **three days** before the examination. In a course with over 60 registered attendants registration takes place not later than three days before the **first** examination.

### WHEN WILL THE RESULTS BE AVAILABLE?

Examination results are inserted into the SIS within 4 working days after the examination (within 7 working days if 50-80 students took the examination and within 11 working days if over

#### Positive result

in an exam: A, B, C, D, E

in a pass/fail evaluation: "Pass"

#### Negative result

in an exam: F

in a pass/fail evaluation: "Fail"

"Absent"

---

<sup>1</sup> The same applies to pass/fail evaluations as well.

80 students took the examination). At any rate, the examination results must be available two working days before the repeat examination.

You have the right to access your written examination paper within five working days after the disclosure of the examination results.

### **WHAT IF I CANNOT TAKE AN EXAMINATION?**

If you fail to appear at an examination, “Absent” will be recorded in the examination protocol. Upon calculation of the average grade, “Absent” is equalised with a **zero** and **one turn of taking the examination is considered used**. You can take a repeat examination in the same semester.

The notation “Absent” will be cancelled if you submit a certificate of a good reason **within five working days** after the examination. You need to submit the certificate to the Dean, the head of the institute or the director of the college.

If you failed to take an examination with good reason, you have the right to, on the basis of a decision of the Dean, head of the institute or director of the college, to take the examination and, if necessary, a repeat examination at the time set by the lecturer within the two semesters following the teaching of the course or, if you pursue your studies in the academic year system, not later than by the beginning of the next semester.

### **HOW MANY TIMES CAN I TAKE THE SAME EXAMINATION?**

In one semester you can take an examination twice (regular examination and repeat examination). If you fail an examination as well as the repeat examination, you will not be deleted from the matriculation register, but you will have to re-register for the course in the coming semesters and complete the course again. If after the first negative result you decide to complete the course again, the repeat examination is not compulsory. You can take an examination **in the same course up to four times**. After the fourth negative result you will be deleted from the matriculation register (p. 33).

The **Faculty of Medicine** has different rules. You can take one regular examination in compulsory and elective courses and in the event of a negative result you can take two more repeat examinations. If you fail for the

**third** time in the same course, you will be deleted from the matriculation register.

You need to take a repeat examination not later than by the start of the next semester. If you would like to take a repeat examination, you should **register for a repeat examination one day before** the repeat examination.

You cannot retake an examination for which you already got a positive result in order to improve your grade.

### **YOU STUDY FOR YOURSELF**

The purpose of learning is to obtain knowledge and skills and to develop yourself. Cheating in an examination and asking your fellow students for help or submitting someone else's paper under your name is unacceptable in the university and may result in deletion from the matriculation register (p. 33).

#### **Academic cheating:**

- using materials not permitted in the examination;
- prohibited exchange of knowledge in the examination (giving or obtaining assistance);
- taking the examination instead of another student;
- submitting someone else's work under your name (plagiarism);
- resubmitting your own paper if you have already obtained credit points for it.

In the academic world it is important to recognise other people's knowledge and discoveries. Publishing another person's writings or a part thereof under your name and presenting other people's research findings under your name without referring to the source is **creative theft or plagiarism**. The author of a work is responsible for avoiding plagiarism. Therefore, the student must know the rules applicable to using sources. You can find instructions of proper reference on the websites of the faculties and colleges.

For further information about the organisation of evaluation, see

Study Regulations, clauses 95-111  
([www.ut.ee/livelink\\_files/1374177.pdf](http://www.ut.ee/livelink_files/1374177.pdf))

## RECOGNITION OF PRIOR LEARNING AND WORKING EXPERIENCE (RPL)

One of the main preconditions of a curriculum based on learning outcomes is that the same learning outcomes can be achieved in various ways. In other words, the achievement of the learning outcomes is important, not where and when and how these were achieved.

Therefore, it is possible to apply for the recognition of previous studies and working experience in the completion of the curriculum.

The following can be taken into account:

- previously completed studies and/or studies completed in another educational institution;
- in-service training;
- knowledge and skills obtained from work and other experiences (independently).

The recognition of previous studies and work experience for the completion of the curriculum is not limited, but it cannot be used as alternative to **final examinations or graduation theses**. This does not mean that anything can be taken into account – the **substantive compatibility of previous studies with the goals of the curriculum and the learning outcomes of a course** is the most important.

In order to have your previous studies and work experience taken into account, you need to submit a **proper application** along with any **annexes** and **evidence** to the Dean's office of your faculty or to your college chancellery.

Every curriculum has an RPL committee that reviews applications and makes a decision **within one month** as of their submission. An individual decision is made regarding each application in terms of how much of your previous experience is taken into account. If necessary, the committee will ask for additional documents or invite you to a conversation.

Recognised results will be indicated under your study results and they will be taken into account upon granting study allowance and upon verifying your study load and compulsory courses.

For further information on RPL, contact the **RPL Advisor** of your curriculum.  
vota@ut.ee

General information about the possibilities of RPL can be found in the RPL portal at

<http://vota.archimedes.ee> (In Estonian)

## DELETION FROM THE MATRICULATION REGISTER

Deletion from the matriculation register means exclusion from the list of students. It is done:

- in connection with the **completion of the curriculum** in full (usual graduation);
- upon deletion of a student studying in a joint curriculum from the matriculation register of the university coordinating the joint curriculum;
- **at the request** of the student (application to the Rector);
- upon enrolment of a student studying in a state-funded student place to another state-funded student place;
- **upon expiry of the final date** of studies;
- in the event of **failure to pay the tuition fees** by the due date;
- if a first year student of the regular study form **has not registered for courses** within the first two weeks of the academic year;
- due to **improper behaviour** [academic cheating (p. 29), wilful criminal offence, forgery of documents, serious violation of the academic customs];
- **lack of progress.**

A student is deleted from the matriculation register due to the **lack of progress** if:

- less than 15 ECTS have been earned in the first semester of the first year (except in the Open University, master's and doctoral studies);
- by the end of the nominal academic year the curriculum has not been completed to the prescribed extent (p.21);
- by the end of the nominal academic year the amount of the compulsory courses of the curriculum completed by the end of the academic year is less than 15 ECTS and by the end of the second year less than 30 ECTS (p.21);
- a **negative result** has been obtained in the same course **four times** (incl. "Absent" without good reason, see p. 29);
- the result of the **final examination** has been negative twice or if the **graduation thesis** has been given a negative grade twice;
- a doctoral candidate has failed their attestation.

In the **Faculty of Medicine**, if:

- **less than 100%** of the volume of the compulsory courses has been completed (p.21);
- a **negative result** has been obtained in the same course **three times** (p. 29).

## REMATRICULATION

**Rematriculation** is the re-inclusion of a person in the list of students. Rematriculation is possible if the desired curriculum has a **vacant state-funded** or **self-funded student place** (on filling vacant places, see p. 23).

### WHAT ARE THE CONDITIONS OF REMATRICULATION?

A student is rematriculated for the **same curriculum** that they were enrolled for at the time of deletion from the matriculation register as a student of the same or next academic year or the same or next semester. For instance, if a student was deleted from the matriculation register at the end of the Spring Semester of the second year, through rematriculation the student can apply for the vacancies of the Spring Semester of the second year or Autumn Semester of the third year (provided that the student has enough credit points).

The prerequisite for rematriculation is the **payment of outstanding tuition fees** (e.g. as an external student).

A student who has been deleted from the matriculation register due to failure to pay the **tuition fees** cannot apply for rematriculation before the outstanding fees has been paid.

If a student has been deleted from the matriculation register due to **improper behaviour**, the student cannot apply for rematriculation before **one year has passed**.

A person who has been deleted from the matriculation register due to the expiry of the final date of studies **cannot** be rematriculated. Such a student can complete their studies as an external student.

## **CHALLENGES TO DECISIONS IN MATTERS OF ORGANISATION OF STUDY**

If you disagree with a study organisation-related decision made on you, you can challenge it.

In order to challenge a decision (except the grade of a graduation thesis or final examination, see below), you will have to **address the decision-maker** first and challenge the decision either in writing or orally **within seven days** after the decision was made.

Whom to address in order to contest a decision?

Decision-maker →  
Dean or College Director →  
Appeals Committee

If the result of the challenging does not satisfy the student, they can file an appeal with the **Dean** or College Director **within seven days** after they were informed that the decision would not be changed. The reply will be given within 14 days.

An appeal can be filed with the **Appeals Committee** against the Dean's or College Director's decision within 30 days after the announcement of the challenged decision. The appeal must be submitted to the **Secretary of the Appeals Committee**, i.e. the Academic Affairs Lawyer.

### **CHALLENGES TO THE GRADE OF THE GRADUATION THESIS OR FINAL EXAM**

In order to challenge a grade received for the final examination or graduation thesis, you should file a written appeal with the **Dean or College Director within two working days** after the announcement of the results of the final examination or graduation thesis. The Dean or College Director convenes a committee with a new composition to hear the appeal within seven days after receiving the appeal. The committee will resolve the appeal within seven days after the committee was convened. The decision of the committee can be appealed against by filing an appeal to the Appeals Committee within 30 days.

For further information about challenging decisions relating to the organisation of studies, see

Study Regulations, clauses 185-193  
([www.ut.ee/livelink\\_files/1374177.pdf](http://www.ut.ee/livelink_files/1374177.pdf))

## **STUDY INFORMATION SYSTEM (SIS)**

The **Study Information System** or SIS is the **official environment for the exchange of study organisation information** of the University of Tartu.

### **WHAT CAN I USE THE SIS FOR?**

As a student you can do the following in the SIS:

- view the academic calendar;
- register for courses;
- register for tests, examinations or pass/fail evaluations and repeat examinations;
- use your personal timetable and examination plan;
- use teaching materials uploaded to course information;
- view the results and average grades of your studies;

- register curricular modules and follow the completion of the curriculum;
- where necessary, update your contact details;
- submit applications for study allowances;
- access documents concerning you (e.g. orders granting study allowance, academic leave, etc.);
- upload documents relating to attestation (doctoral candidates);
- fill in feedback questionnaires (evaluation of teaching and subjects and curriculum feedback);
- vote in the elections of the Student Council;
- view messages sent to your mailbox via the SIS and send messages to other SIS users.

You can use mSIS, the mobile version of the SIS, which allows you to:

- read messages sent to your mailbox via the SIS;
- view your study results;
- view your timetable and the place of a lecture, seminar, etc. on a map.

The mSIS works with most mobile phones.

You can log in the SIS using your central university username and password (for further information on becoming a user of the computer network of the University of Tartu, see p. 57) or your ID card.

The website of the SIS is

<http://ois.ut.ee/>

The website of the mSIS is

<http://m.ut.ee/>

The SIS information and help is available at

[www.ut.ee/en/studies/study-regulations/system](http://www.ut.ee/en/studies/study-regulations/system)

# ADDITIONAL RIGHTS AND DUTIES

## COMMUNICATION WITH THE UNIVERSITY

During your studies it is important that the communication between you and the university functions as smoothly as possible.

You will be **informed** of orders concerning you (e.g. transfer from one year to another, granting academic leave, extension of the period of study) and of other issues concerning your studies (e.g. the absence of a lecturer due to an illness, group work topics, etc.) **via the SIS**. The message will be sent to your **SIS electronic mailbox** (the Notifications module on the opening page of the SIS) and to your ut.ee **e-mail** address. As of sending this message the university considers the message delivered.

If you do not actively use your ut.ee e-mail address, you must transfer e-mails to an address that you regularly read. You will find the instructions on transferring e-mails on [www.is.ut.ee/is/minu\\_konto.zul](http://www.is.ut.ee/is/minu_konto.zul)

Another channel for the exchange of information relating to studies is **the student information list** (p. 58).

If necessary, the university will contact you by phone.

Check the SIS notifications mailbox and the university's e-mail regularly, because the information given there is important for you as a student!

You are **required to update your SIS contact details** once these have changed. If you fail to do so, the university cannot contact you in events where it may be of utmost necessity for you.

All university staff have university e-mail addresses [givenname.surname@ut.ee](mailto:givenname.surname@ut.ee). If you write to a university employee, add **your name, curriculum and the year of your studies** at the end of your e-mail. Like that, the university employee can assist you more easily.

If you use another e-mail address when communicating with a university employee and forget to add your name, curriculum and year of studies to the e-mail, the university employee may not respond, because they simply do not know who is behind, for instance, such an e-mail address as pussycat@gmail.com.

## **GIVING FEEDBACK**

The university regularly asks its students for **feedback** via various surveys in order to learn about teaching, curricula, organisation of studies, support services and other bottlenecks and student satisfaction. The university takes into account the feedback given by students in order to improve teaching and learning activities. For a lecturer, your feedback gives information on how to improve teaching, while programme managers, deans and other managers get information on what must be adjusted in the contents and structure of the curriculum, organisation of studies, student counselling, etc. Feedback results are also taken into account in planning the in-service training of lecturers and in re-electing lecturers. Surveys are usually carried out in the SIS and they are anonymous. **Active and constructive feedback by students is most necessary and welcome for improving the quality of studies in the university!**

### **FEEDBACK ON TEACHING AND COURSES**

You have the chance and the duty to give feedback about the **courses you have completed**, filling in the questionnaire on the evaluation of teaching, courses and lecturers in the SIS at the end of the semester. You can register for the courses of the next semester only after you have given feedback on **four of the courses** that you took in the current semester (1 course for PhD students). If you took less than four courses in the current semester, you will have to give feedback on all of them.

At any rate, you can fill in questionnaires anonymously and the lecturer will see the evaluation results of their course in a generalised manner after the end of the semester. You are asked to evaluate only one lecturer in

connection with each course, but if you wish, you can give feedback on all the lecturers involved in the course.

On the basis of the results of evaluation of teaching and lecturers, 40 best lecturers of the University of Tartu are identified each academic year and four of them will receive the **Lecturer of the Year Award** at the opening ceremony of the academic year.

[www.ut.ee/en/studies/study-regulations/evaluation](http://www.ut.ee/en/studies/study-regulations/evaluation)

### **FEEDBACK ON THE CURRICULUM**

Students of the last year are asked to give feedback on the entire **curriculum, organisation of studies and support services**. The survey is carried out in the Spring Semester. The curriculum feedback results are available in the SIS on the page of the general details of the curriculum via the feedback link.

### **FEEDBACK FROM FIRST-YEAR STUDENTS**

In the Autumn Semester the first-year students are asked for feedback in order to identify the reasons for choosing the University of Tartu and the curriculum, the sources of information from which information about education opportunities is received as a candidate, and on the satisfaction with the admission process, organisation of studies and counselling in the first months, etc.

For further information about giving feedback, consult the **Study Information Analysis Specialist**.

**Kersti Roosimäe**

Phone 737 5629

[kersti.roosimae@ut.ee](mailto:kersti.roosimae@ut.ee)

You can give ongoing feedback on the organisation of studies during the academic year on the **proposals and feedback page**.

[www.ut.ee/en/suggestions-and-feedback-organisation-study-0](http://www.ut.ee/en/suggestions-and-feedback-organisation-study-0)

In addition to giving feedback, students can have a say in the organisation of studies and curriculum development and contribute to decisions via **decision-making bodies** and **programme councils** (p. 6).

## STUDY ALLOWANCES

Study allowances are the following:

- **basic allowance** (55.93 euros a month);
- **additional allowance** (28.13 euros a month);
- **economic allowance** (55.93 euros a month);
- **doctoral candidate allowance** (383.47 euros a month).

### BASIC ALLOWANCE AND ADDITIONAL ALLOWANCE

The basic allowance and additional allowance can be applied for by professional higher education, bachelor's and master's students studying in state-funded and self-funded student places.

Both the basic allowance and the additional allowance are granted twice an academic year: for the Autumn Semester and for the Spring Semester. An application for the basic allowance is submitted in the **SIS for the entire nominal period only once**. The application for additional allowance must be submitted anew **at the beginning of each semester**.

The **basic allowance** and **additional allowance** can be applied for by a student

- who is a citizen of Estonia or resides in Estonia on the basis of a residence permit
- who studies under a curriculum where there are state-funded student places
- who studies **full-time**
- who is not on academic leave
- whose period of study has not exceeded the standard period of study

The **prerequisite** for receiving **additional allowance** is that, according to the Estonian population register, the student resides outside the municipality and the adjacent municipalities where their studies take place.

Deadline for submission of applications for **basic allowance and additional allowance**

Autumn Semester **Sept 1-30, 2012**  
Spring Semester **February 1-28, 2013**

**First-year** students (incl. in master's studies) **cannot apply** for the basic allowance or additional allowance in the **Autumn Semester**.

**Separate student ranking lists are drawn up with regard to each curriculum** for granting the basic allowance and additional allowance. A **joint ranking list** (except for the curriculum of medicine) is drawn up regarding the students of different years. In the curriculum of medicine the ranking list shall be drawn up separately for students of years 1-3 and years 4-6.

The ranking list is drawn up on the basis of the **percentage of completion of the study volume**. If several students have equal results in the ranking list drawn up on the basis of the volume of study, those with a **higher weighted average grade** in the previous semester will be preferred.

If a student was on academic leave in the semester preceding the granting of the allowance and the volume of the courses completed by the student is **at least 15 ECTS**, the **average weighted grade in the preceding semester** will be also taken into account. However, if in the academic leave the volume of completed courses remained **below 15 ECTS** or the student has no study results in the semester preceding the granting of the allowance or the student has not been graded on a differentiating grading scale, the **average weighted grade across all the study results** will be taken into account.

### HOW IS THE AVERAGE GRADE CALCULATED?

The University of Tartu uses two ways of calculating the average grade: **weighted average** and **arithmetic average**.

The weighted average grade is calculated on the basis of examination **grades** as well as the **credit points** received for the courses. The grade of a course that gives more credit points has greater weight (for instance, an A received for a course of 4 ECTS has twice the weight of an A received for a 2 ECTS course).

For further information on calculation of the average grade (in Estonian) see [www.ut.ee/et/oppimine/uliopilasele/oppekorraldusest/hinded](http://www.ut.ee/et/oppimine/uliopilasele/oppekorraldusest/hinded)

The Committee decides on the recipients of the basic and additional allowance by **10 October** in the Autumn Semester and by **10 March** in the Spring Semester. Study allowance is paid by the **20<sup>th</sup> date** of each month of study (except the September allowance, which is paid in October, and the February allowance, which is paid in March).

### ECONOMIC ALLOWANCE

The economic allowance is granted twice an academic year: for the Autumn Semester and for the

**Economic allowance** can be applied for by a student who

- who is a **citizen of Estonia** or resides in Estonia on the basis of a residence permit
- who is not on academic leave
- whose period of study has not exceeded the standard period of study
- whose economic situation does not allow for continuing the studies

Spring Semester. **At the beginning of each semester** an application for economic allowance is filled in the SIS again and an annex to the application and additional documents are submitted to the Academic Affairs Department. The additional documents certify that the student complies with the terms and conditions set out in the ranking of economic allowance. Upon drawing up a ranking list, the following persons are preferred:

- first of all, orphans (under the age of 26 years);
- next, students with a severe or profound disability;
- thereafter, students from a family with four or more minors;
- thereafter, students whose economic situation is difficult.

Applications can be submitted also by **first-year full-time and part-time students** in the first semester.

The committee decides the recipients of the economic allowance in the Autumn Semester by **20 October** and in the Spring Semester by **20 March**. The economic allowance is paid by the **20<sup>th</sup> date** in each month of study (the allowance for September and October is paid by October 30 and the allowance for February and March is paid by March 30).

<p><b>Deadline for submission of applications</b> in the Fall Semester <b>Sept 1-30, 2012</b> in the Spring Semester <b>Febr 1-28, 2013</b></p>
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For further information about the economic allowance, contact the Academic Affairs Department and you can also submit your application to the same department.

**Liana Martin**

Phone 737 5627

Ülikooli 18-102

majandusliktoetus@ut.ee

For further information on all allowances see

[www.ut.ee/livelink/files/8200790.pdf](http://www.ut.ee/livelink/files/8200790.pdf)

**International students who have received any other stipend please consult your dean's office or your coordinator at ISS before applying to study allowances listed above!**

## NON-STATE SCHOLARSHIPS

In addition to study allowances, you can apply for non-state scholarships issued by the University of Tartu Foundation, institutions belonging to various student corporations, foreign organisations and other agencies.

### WHO ARE THE SCHOLARSHIPS FOR?

Non-state scholarships are usually aimed at pursuing research in a particular field and the prerequisite for applying for them is good grades or excellent results in research. Quite often, social activeness and participation in the work of student corporations, clubs or other organisations is important as well.

Information on non-state scholarships can be received from newspapers and university notice boards as well as from

**the scholarship database**

[www.ut.ee/toetused](http://www.ut.ee/toetused)

[www.ut.ee/77312](http://www.ut.ee/77312)

**University of Tartu Foundation**

Phone 737 5852

[www.ut.ee/sihtasutus](http://www.ut.ee/sihtasutus)

**EducationUSA Advising Center**

University of Tartu Library, Room 355

Phone 737 5714

**lists**

[ut.grant@lists.ut.ee](mailto:ut.grant@lists.ut.ee)

## ACADEMIC LEAVE

Academic leave means a period during which a student is released from the obligation to undertake study and research work. Academic leave is granted:

- **at the student's own request, once** per level of study for up to one year;
- **for health reasons**, for up to two years (on the basis of a doctor's certificate);
- **upon commencement of service in the Defence Forces**, for one year (on the basis of an invitation to serve in the Defence Force);
- **for taking care of a child**, until the child reaches the age of 3 years (one can apply for a leave as of the 7<sup>th</sup> month of pregnancy).

### WHO IS ELIGIBLE FOR ACADEMIC LEAVE?

Students of the **first** semester (except master's students and doctoral candidates) can get academic leave only for health reasons, commencement of service in the Defence Forces or taking care of a child of under 3 years of age. As of the second semester, students can go on academic leave at their own request. In the extension year (for further information on extension of studies, see p. 49) you cannot go on academic leave (except in the event of taking care of a child or health reasons).

In order to apply for academic leave, you need to submit an **application** to the Dean of the faculty or to the College Director.

### CAN I PARTICIPATE IN STUDIES DURING ACADEMIC LEAVE?

During academic leave you can participate in the studies, take examinations and learn as a guest student in Estonia as well as abroad. If you do not wish to participate in studies during academic leave, indicate all the courses whose registrations you wish to cancel in the application for academic leave. Otherwise the course registrations will remain in force and you will be obliged to take examinations or pass/fail evaluations in these subjects. You are not transferred to the next year (course) during academic leave. The date of completion of your studies is postponed by the period of time spent on academic leave.

You will find further information about academic leave and the respective form at

[www.ut.ee/en/studies/study-regulations/academic-leave](http://www.ut.ee/en/studies/study-regulations/academic-leave)

### **PAYMENT OF TUITION FEES DURING ACADEMIC LEAVE**

If a self-funded student participates in studies during academic leave, the student will pay tuition fees, at their choice, either on the basis of the **price of the credit point** or a **semester fee**.

The tuition fee for the standard period of study and for the time spent on academic leave is calculated separately and the size of the tuition fee depends on the time of going on academic leave:

- if the academic leave begins **before the first due date** (p. 19), no tuition fee has to be paid for the nominal period. However, if the student participates in the studies during academic leave, the student will have to pay the tuition fee for the entire semester (at their own choice, either on the basis of the price of a credit point or as a semester fee);
- if the leave begins **after the first due date** (p. 19), a half of the semester's tuition fee is paid for the nominal period (during which the student was not on academic leave yet) and if the student participates in the studies during the academic leave, the student will also pay a half of the tuition fee (at their own choice, either a half of the price of the credit points or of the semester fee);
- if the academic leave begins **after the second due date** (p. 19), the tuition fee for the entire semester will be paid for the nominal period. If the student participates in the studies during their academic leave, the student will not have to pay any additional fee for the semester.

For further information on payment of tuition during academic leave, see

“Conditions and Procedure for Covering the Cost of Tuition” clauses 13-14  
([www.ut.ee/livelink\\_files/8193021.pdf](http://www.ut.ee/livelink_files/8193021.pdf))

## STUDYING IN ANOTHER ESTONIAN HIGHER EDUCATION INSTITUTION AS A GUEST STUDENT

Students of the University of Tartu can study in another Estonian higher education institution for **up to one year**.

The University of Tartu has the student exchange contracts with the following Estonian higher education institutions:

- Estonian University of Life Sciences;
- Tallinn University of Technology;
- University of Tallinn;
- Estonian Academy of Music and Theatre;
- Estonian Academy of Arts;
- Estonian Aviation Academy;
- Tartu Art School;
- Institute of Theology of the Estonian Evangelical Lutheran Church;
- Tartu Academy of Theology;
- Tartu Theological Seminary.

### DO I HAVE TO PAY A FEE AS A GUEST STUDENT?

**You do not have to pay any separate fee** for participating in studies as a guest student in the **mentioned higher education institutions**. In other **higher education institutions** you will have to pay for the studies in accordance with the **tuition procedure** of the host institution.

### WILL THE COMPLETED COURSES BE TAKEN INTO ACCOUNT AND HOW?

Courses completed as a guest student can be taken into account in the completion of the curriculum. Before the start of guest studies, draw up a guest student study plan, indicating the courses that you wish to complete in the other institution (add the syllabi of the courses) and the subjects contained in the curriculum which you wish to replace. The RPL Committee will review and approve the study plan. Before completing courses at another Estonian higher education institution you are informed of which courses are considered compulsory and which are considered optional.

If you did not fill in the study plan before you went to study as a guest student, you will have to submit an RPL application for the recognition of the completed courses (see p. 32).

## **STUDYING ABROAD AS AN EXCHANGE STUDENT**

A semester or an academic year in a foreign university is becoming an ordinary part of university studies. You can go study abroad on your own, but a simpler and usually also a less expensive way is to seize the opportunities offered by the university, i.e. as an exchange student. As an exchange student, you remain a student of the University of Tartu and the studies completed in the foreign university are considered a part of the local curriculum.

A student of the University of Tartu can study in a foreign university for a semester or an academic year as an exchange student.

### **HOW TO GO ABOARD AS AN EXCHANGE STUDENT?**

Exchange students will be selected by the University of Tartu, a foreign partner or the Archimedes Foundation by way of competition. Each scholarship offer contains a list of documents required for application. A letter of motivation, a letter of recommendation, a certificate of study results, a language skills certificate and a CV are most frequently required. You should start with planning soon. Usually, competitions take place one academic year or semester before the start of the studies abroad.

Usually it is not permitted to study abroad in the first semester (except in master's and doctoral studies).

If you go to study abroad, you are **required** to take at least **12 ECTS** of courses **per semester**, complete field training or engage in research and apply for the recognition of the same in the completion of your curriculum. Students studying on a self-funded student place have to pay 30% of their contractual tuition during the time when they study abroad. A student is released of the tuition in the event of payment of tuition in the foreign university.

Further information about studying abroad as an exchange student can be obtained at the annual information day held in February and from the **International Student Service** of the Office of Academic Affairs of the University of Tartu.

Mon-Thu from 1:00 p.m. to 4:00 p.m.

Ülikooli 18-104

[www.ut.ee/en/studies/contacts/international-student-service](http://www.ut.ee/en/studies/contacts/international-student-service)

[www.ut.ee/en/studies/studyabroad](http://www.ut.ee/en/studies/studyabroad)

**Jaanika Haljasmäe**

General Coordinator of Erasmus Programme

Phone 737 5151

[erasmus@ut.ee](mailto:erasmus@ut.ee)

**Piret Must**

Student Exchange Coordinator

Phone 737 6270

[piret.must@ut.ee](mailto:piret.must@ut.ee)

## EXTENSION OF STUDIES

You can apply for the **extension of studies** (the postponement of the final date of the studies) **to the extent of 12 months** if you study full-time. If you are a part-time student, you may extend your studies by the time spent on part-time studies.

The studies are extended on the basis of your application. You have to submit the application to the Dean's office or to the college chancellery before the expiry of the final date of the studies.

If you have **graduated from a foreign language medium upper secondary school**, but participated in in-depth Estonian language training, the final date of the studies will be postponed by the **time spent on learning Estonian**, in accordance with the volume of the completed language training. If the

volume of the language training is 30 ECTS, the period of study will be extended by six months. If the volume of the language training is 60 ECTS, the period of study will be extended by one year. **The extension will be formalised at the end of the standard duration of the curriculum** if the student has completed the Estonian language programme and passed the language test in full.

### **DO I HAVE TO PAY FOR THE EXTENSION OF MY STUDIES?**

If you study on a **state-funded** student place, it is **free of charge** and if you study on a **self-funded** student place, a **fee is charged** (except in doctoral studies). If you study on a self-funded student place, you will pay the tuition either as a semester fee or on the basis of the credit point price, depending on your preference.

You will find information on payment of the tuition in

“Conditions and Procedure for Covering the Cost of Tuition”, clauses 17-20  
([www.ut.ee/livelink\\_files/8193021.pdf](http://www.ut.ee/livelink_files/8193021.pdf))

## **STUDY LEAVE**

In accordance with the Adult Education Act, a working student may apply to their **employer** for study leave.

### **HOW LONG IS THE STUDY LEAVE?**

You can get study leave for up to **30 days** per calendar year on the basis of a certificate of the education institution (a certificate of study). In order to **complete** studies you can get **additional 15 days** of study leave. The certificate is issued by the Dean’s office of the faculty or by the college chancellery.

For further information on study leave, see

[www.ut.ee/et/oppimine/uliopilasele/lisaoigused/oppepuhkus](http://www.ut.ee/et/oppimine/uliopilasele/lisaoigused/oppepuhkus)

# COUNSELLING

## STUDY ORGANISATION-RELATED COUNSELLING

The most important legislation of the University of Tartu regarding studies and students is the **Study Regulations**.

[www.ut.ee/livelink\\_files/1374177.pdf](http://www.ut.ee/livelink_files/1374177.pdf)

**As a student, you have to know the Study Regulations and be aware of its amendments.**

If you cannot find an answer in the Study Regulations, the first mediators of information about studies in the University of Tartu are the **Academic Affairs Specialists** of the Dean's office, institute or college. The **contact details** of the Academic Affairs Specialists are available at the websites of the respective faculties/colleges/institutes.

The first contact details of the Dean's offices of faculties and colleges can also be found in the Student Guide (p. 70).

Beside the Study Regulations, there is other legislation that concerns studies and students:

- Statutes of Curriculum (describe the structure of curricula);
- Conditions and Procedure for Applying for, Granting and Payment of Study Allowances;
- Conditions and Procedure for Covering the Cost of Tuition;
- and others.

Legislation concerning students and studies can be found at

[www.ut.ee/en/university/documents](http://www.ut.ee/en/university/documents)  
[www.ut.ee/en/studies/study-regulations](http://www.ut.ee/en/studies/study-regulations)

In the event of questions concerning the organisation of studies you can also address the **Student Advisors of the Office of Academic Affairs**.

Students of the **regular form of study** are advised by

**Kristina Kongi**  
Ülikooli 18-138  
Mon-Fri 9:00 a.m.–4:00 p.m.  
Phone 737 5622  
[noustaja@ut.ee](mailto:noustaja@ut.ee)

**First-year students** are also assisted by **tutors** who are students of senior years of the given specialisation.

## TUTORS

A **tutor** is a **student volunteer** who has undergone special training and assists the **first-year students** and **international students** upon commencement of their studies in the University of Tartu and in getting familiar with student life over the first semester.

Tutors are introduced at the orientation course before the beginning of the academic year.

### WHAT CAN A TUTOR HELP ME WITH?

You should contact a tutor if you need information about:

- the organisation of studies;
- how to plan your studies;
- the support services;
- where to find information in the event of various problems;
- what the rights and duties of the student are;
- how to operate in the SIS.

### HOW CAN I BECOME A TUTOR?

Students of all faculties and specialisations are welcome to become tutors. You can be a tutor if you are a supportive and entrepreneurial student who likes to communicate. If you would like to work with international students, you need very good foreign language skills. Tutors are elected in the Spring Semester and in order to apply, you need to contact the Student Advisor coordinating the work of tutors.

## WHY BECOME A TUTOR?

Tutorship is a great chance to develop your public speaking, management, organisation and communication skills, improve your knowledge of the rights, duties and possibilities of students in the University of Tartu and find new friends and acquaintances from among the first-year students of your specialty or from among international (guest) students.

For further information about tutorship and becoming a tutor and the details of the tutors of the current academic year, see

<http://www.ut.ee/en/studies/practical/before/tutors>

For advice on tutorship and becoming a tutor, you may contact the Student Advisor

**Liana Martin**

Ülikooli 18-102

Mon-Fri 9:00 a.m.–4:00 p.m.

Phone 737 5627.

## COUNSELLING STUDENTS WITH SPECIAL NEEDS

Students with special needs are students whose **physical** or **psycho-social special needs** call for changes or adjustments in the content of studies, work organisation or study environment.

### WHAT SERVICES DOES THE UNIVERSITY RENDER TO STUDENTS WITH SPECIAL NEEDS?

The University of Tartu supports students with special needs upon **admission, participation in studies, acquisition of learning materials** as well as upon **creation of a suitable social and physical environment**.

In 2009 we started training support students who assist students with special needs and as of the Spring Semester of 2010 the first **support students** started operating in the University of Tartu.

As of academic year 2009/2010 students with special needs can apply for a scholarship in the framework of the Primus programme for paying for one-off

and periodical support services relating to their studies in a higher education institution. The deadline for application of the scholarship for academic year 2012/2013 is 20 September 2012. The supported services include the following:

- sign language interpreter;
- transport (incl. social transport, taxi for people with disabilities);
- personal assistant;
- photocopying of learning materials;
- other reasoned services or expenses.

For further information about the services and events meant for students with special needs, scholarship application deadlines and terms of application, see

<http://www.ut.ee/en/studies/practical/students-with-special-needs>

You can also ask information from the Student Advisor

**Liana Martin**

Ülikooli 18-102

Phone 737 5627

[noustaja@ut.ee](mailto:noustaja@ut.ee)

## CAREER AND PSYCHOLOGICAL COUNSELLING

### CAREER COUNSELLING

**Career counselling** helps students in making decisions relating to their work and education, planning and developing their career and developing their job searching skills.

#### **A Career Service Coordinator helps students to**

- **understand themselves** (knowledge, abilities, skills, interests, values, needs and characteristics),
- **see and evaluate the real situation** (including study and work opportunities),
- make the **choice of their specialisation** and make decisions relating to their **further education** plans,
- in the event of **doubts about the choice of their specialisation**,

- **in planning their working life** (including applying for a job, drawing up documents, preparing for a job interview),
- if necessary, **in re-evaluating the situation and making new choices and decisions.**

Further information can be obtained from and appointments can be made with the **Career and Psychological Counselling Service** at

Phone 737 6084, 737 6205, 737 6525

[career@ut.ee](mailto:career@ut.ee)

<http://www.ut.ee/en/329223>

## **PSYCHOLOGICAL COUNSELLING**

Psychological counselling is meant for supporting students in the event of difficulties that they may face in their studies as well as personal life.

The **Student Psychologist** provides assistance in the event of questions or problems in connection with:

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

Further information can be obtained and appointments can be made with the **Career and Psychological Counselling Service** at

Phone 737 6211

[psyhholoog@ut.ee](mailto:psyhholoog@ut.ee)

<http://www.ut.ee/en/329223>

## **TRAININGS BY CAREER AND PSYCHOLOGICAL COUNSELLING SERVICE**

In addition to counselling, the Career and Psychological Counselling Service organises seminars and training in **self-analysis and coping, organisation of**

**studies, job seeking and applying for a job.** Also, corporate **introduction days** are organised in the university jointly with employers. Information about training can be found on the website of the Career Service and registration takes place in the SIS

<http://ois.ut.ee/> -> Counselling Centre training

<http://www.ut.ee/en/329223>

With the help of the **job exchange environment** you can search for job and internship vacancies.

The job exchange environment is available at

[www.toovahendus.ut.ee](http://www.toovahendus.ut.ee)

The **career list**, in Estonian, helps you to keep you informed about new job and internship offers, interesting training, events and conferences.

[career.pakkumised@lists.ut.ee](mailto:career.pakkumised@lists.ut.ee)

## WORTH KNOWING

### HOW TO BECOME A USER OF THE COMPUTER NETWORK OF UNIVERSITY OF TARTU

All students of the University of Tartu get a username of the university's computer network upon commencement of studies.

A user of the computer network of the University of Tartu gets:

- a university **e-mail address** ([username@ut.ee](mailto:username@ut.ee));
- backed-up **disk space** in the university's server;
- **access** to the university's **information systems** (e.g. SIS, Moodle) and other IT services;
- access to **eduroam**, the global WiFi network of educational institutions.

A **first-year student** gets a username and password from the **Dean's office of the faculty or college at the beginning of the academic year**. The initial password must be changed as soon as possible at <https://passwrd.ut.ee>.

Letters sent to the university's e-mail address can be read using an ordinary web browser at

<https://mailhost.ut.ee>

In order to log in, insert your university computer network's username and password in the opened window.

If you do not find a solution to your problem on the computer assistance site, contact the University of Tartu IT Service desk by e-mail at [arvutiabi@ut.ee](mailto:arvutiabi@ut.ee). In the letter, try to describe your problem in as much detail as possible and indicate your name, username, faculty and curriculum and contact phone.

People engaged in IT service in the IT Department will help you solve problems relating to your username or password

Phone 737 5500, 737 5458

Working days 8:00 a.m.–5:00 p.m.

In the event of problems relating to the **Study Information System**, contact the SIS coordinator of your faculty or college.

## COMPUTER ROOMS

Each faculty and college has its own computer room(s). The rules of use of the computer network of the University of Tartu apply in all computer rooms. In addition to these rules, faculties can establish the procedure for use of the computer room(s), which the users must follow as well. If you go to a computer room, you need to take your **student identification card** or **another document with a photo** with you.

You will find the addresses and opening times of computer classes on the websites of the faculties and colleges.

## LISTS

**A list** or **mailing list** is a set of e-mail addresses that allows people with similar interests to communicate via e-mail.

Most specialisations have specialisation or year lists through which they exchange important information about studies (timetables, new courses, etc.) and events. In addition to course and specialisation lists, students can join other lists of interest.

Information about the lists of the University of Tartu and about creating and joining them can be found at

[www.ut.ee/en/9122](http://www.ut.ee/en/9122)

## STUDENT INFORMATION LIST

The University of Tartu has an information list covering all students (tudengiinfo@lists.ut.ee) through which information is given to students on the following topics:

- organisation and deadlines of studies;

- scholarships;
- training, seminars and conferences;
- activities of the Student Council;
- student events.

It is a closed list where only the Student Council, Office of Academic Affairs and the Career and Psychological Counselling Service of the University of Tartu can post messages. Please be aware that majority of communication in this list is in Estonian.

First-year students are automatically added to the student information list at the beginning of the academic year.

For further information, contact the Student Council of the University of Tartu at

737 5400  
[info@tyye.ee](mailto:info@tyye.ee)

International Student Service has its own information list aimed at international students:

[iso@lists.ut.ee](mailto:iso@lists.ut.ee).

## STUDENT IDENTIFICATION CARD

A student identification card is necessary if you need to prove your status as a student: at student events, upon going to study abroad, upon getting discounts in public transport, in sports facilities, at a doctor or dentist, etc. A student can get two different student identification cards: the **Estonian student identification card** and the **international student identification card (ISIC)**.

The **Estonian student identification card** can be obtained from the **Dean's office of the faculty or college chancellery free of charge** at the beginning of the year. Upon extension of the card, the sticker of the new academic year is put on the card free of charge. If your student identification card has been stolen or lost, you need to pay 3.2 euros to the university's cash register

(Jakobi 4, first floor) and submit the receipt and application for a duplicate student card to the Dean's office of your faculty or college chancellery.

The holder of an **ISIC** can get various **discounts** in Estonia and abroad. Many transportation companies, museums, theatres, shops and other service agencies grant discounts to the holders of the ISIC. The ISIC is valid for one calendar year and costs **6.4 euros**. If you have lost your ISIC, you need to buy a new one.

You can get an ISIC from the **Student Council of the University of Tartu**.

Ülikooli 18b  
Mon-Fri 9:00 a.m.–4:30 p.m.  
Phone 737 5400

In order to get the Estonian student identification card and the international student identification card, you need to bring a **photo** and a **personal identification document**.

## UNIVERSITY OF TARTU LIBRARY

One of the main functions of the University of Tartu Library is to gather, preserve and make available the information necessary for the academic and research work of the University of Tartu. The University of Tartu Library is an irreplaceable **assistant** to the students in **academic and research work**. The central library is located at

W. Struwe 1  
Phone 737 5702  
[library@utlib.ee](mailto:library@utlib.ee)  
[www.utlib.ee](http://www.utlib.ee)

In addition to the central library, faculties and colleges have **specialised libraries**.

[www.utlib.ee/erialaraamatukogud](http://www.utlib.ee/erialaraamatukogud)

# HEALTH INSURANCE AND MEDICAL AID

## HEALTH INSURANCE

### 1. EU citizens

EU citizens are entitled to the same social welfare benefits in Estonia as the residents of Estonia. Therefore, students coming from the EU countries should obtain an EU health insurance card or substitute certificate of an EU health insurance card (form E128) from the social service authorities in their home country before arriving in Estonia.

### 2. Non-EU citizens

There is a strict policy in Estonia what an obtained health insurance must cover if applying for the residence permit. See more information at <http://www.ut.ee/en/prospective-students/health-insurance>.

The Estonian Migration Board has confirmed that following insurance companies are accepted:

- 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)
- 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'.

As only the abovementioned insurances are approved by the Estonian Migration Board, the International Student Service recommends students choose one of these insurance companies.

Students who are still determined to purchase some other worldwide health insurance must make sure that the following is included:

- it must clearly state that the policy is valid in Estonia;

- it is of utmost importance that the health insurance policy states very explicitly that any costs related to student's medical treatment as a result of illness or injury during the period of validity of the residence permit applied for will be met;
- there can be no reference to the fact that insurance is guaranteed in case of unavoidable medical treatment. Travel insurance is not acceptable!

## HEALTH CARE SYSTEM IN ESTONIA

The Estonian Health Insurance Fund covers the costs of health services required by the person in case of illness regardless of the amount of social tax paid for the person concerned. The purpose of health insurance in Estonia is to cover the costs of health services provided to insured persons, prevent and cure diseases, finance the purchase of medicinal products and medicinal technical aids, and provide the benefits for temporary incapacity for work and other benefits.

All persons insured have access to family practitioners. A person needs a referral from the family practitioner 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).

The attending physician decides whether the patient needs in-patient treatment.

The amount of the patient's financial participation in the following cases:

- out-patient examination – a family practitioner can charge a visit fee of up to 3.20 EUR, when making a home visit;
- specialized medical care – a visit fee up to 3.20 EUR;
- transportation by ambulance in the case of emergency – free of charge;

- hospitalization – an in-patient fee of up to 1.60 EUR per day and for up to 10 days per hospitalization.

In the case of emergency treatment, a person may always go to the emergency reception or call an ambulance.

**One can reach an ambulance on 112 from all over Estonia.**

## MEDICAL CARE

**Family physician** – is the first medical specialist a person meets with. The family practitioner has the right to forward to higher medical institutions or consultations upon the seriousness of the given health problem. It is recommended one should call beforehand and make an appointment prior to the visit.

**Specialist** – all specialists' visits are organized via the family practitioner except the cases listed above. International students are advised to consult the family practitioner when choosing a particular medical specialist.

**Dentists** – for adults dental care is not free of charge. A usual visit may cost from 9.60 EUR upwards depending on a problem. There are many dental care providers in Tartu, the most central one is the Stomatology Clinic of the University of Tartu (Town Hall Square 6, 2<sup>nd</sup> floor, tel. 731 9100).

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

**Pharmacies** – the most central pharmacy is Tartu Raeapteek in the town hall building (at Town Hall Square), open 24 hours.

**Emergency medical service and first aid station** – the first aid station and the emergency medical service unit have opening hours round the clock and one may seek help from them 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.

Emergency medical care unit:

We suggest you to ask a local student, tutor, friend, or senior international student to assist you with making an appointment and also to go with you in case a doctor does not speak English.

## **FAMILY DOCTORS/PHYSICIANS/PRACTITIONERS**

All persons insured with the Health Insurance Fund have a family practitioner. The family practitioner is the first person to consult with in the case of illness. The family practitioner sends the person to a medical specialist, gives advice concerning the prevention of diseases, takes preventive measures and issues health certificates, certificates of incapacity for work and prescriptions. In case of acute illness the family physician must see the patient the same day, otherwise within 5 working days.

It is possible to register with a family practitioner by submitting an application to the physician selected. It is also possible to change the practitioner - one should submit an application to the new family physician. When visiting the new practitioner one should present an abstract of his/her medical record.

The visit to family practitioner is always for free for the person registered with that doctor. The family practitioner can ask a fee only for home visit (3.20 EUR). The family practitioner may also demand a reasonable charge for the issue of documents (except for certificates of incapacity for work and prescriptions).

The list of family practitioners in Tartu is available at

[www.haigekassa.ee/kindlustatule/perearstid/tartuu/tartu](http://www.haigekassa.ee/kindlustatule/perearstid/tartuu/tartu)

### Some family physicians' centres in Tartu:

- Family Physicians' Office of Tartu University  
Address: Puusepa 1A, Tel. 7319 268
- Family Physicians of the City centre of Tartu  
Address: Gildi 8, Tel. 744 1372
- Medicum Family Physicians  
Address: Turu 2, Tel. 731 2260

More information at: [www.tartu.ee](http://www.tartu.ee) (it is in Estonian, so please ask further assistance from your tutor).

There is also **24-hour medical telephone counselling**, please call 1220.  
The service is guaranteed in Estonian and Russian.

## IN ADDITION TO STUDIES

The university offers students different possibilities of spending their leisure time and engaging in social activities such as sports, singing, dancing or acting, working as a volunteer, etc. **Be active and take interest!**

### UNIVERSITY OF TARTU ACADEMIC SPORTS CLUB

The University of Tartu Academic Sports Club offers opportunities to engage in 20 different sports at the **amateur** and **professional** level. The sports club is located at

Ujula 4  
Tartu  
Phone 737 6280  
info@tysk.ee  
[www.tysk.ee](http://www.tysk.ee)

### TARTU STUDENTS' CLUB

The Tartu Students' Club coordinates the activities of collectives representing the universities of Tartu. At present, the Tartu Students' Club hosts **12 different cultural collectives**, incl. the University of Tartu Symphonic Orchestra, the University of Tartu Folk Ensemble, the University of Tartu Academic Female Choir, the Tartu Academic Male Choir, etc.

Kalevi 24  
Tartu  
Phone 730 2400  
[www.tym.ee](http://www.tym.ee)

### VOLUNTEERING

You can also learn new skills and get new acquaintances in the course of working as a volunteer. At the initiative of the Student Council of the University of Tartu, students have participated in collective work efforts supporting the Tartu Homeless Animals Shelter and in the project "Older Brother, Older Sister."

[www.tyye.ee](http://www.tyye.ee)

You can also find invitations to participate as a volunteer in the volunteering gateway (in Estonian),

[www.vabatahtlikud.ee](http://www.vabatahtlikud.ee)

## **MIXED CHOIR AND FOLK DANCE GROUP OF THE VILJANDI CULTURE ACADEMY OF THE UNIVERSITY OF TARTU**

The college has a mixed choir and a folk dance group for students and employees.

Posti 1

Viljandi

[www.kultuur.edu.ee](http://www.kultuur.edu.ee)

## **JAZZ CLUB OF THE VILJANDI CULTURE ACADEMY OF THE UNIVERSITY OF TARTU**

The event that has taken place once a week for five seasons brings top domestic and foreign musicians to Viljandi. The cosy jazz club operates in the Folk Music Garner and it is a great place where students, lecturers and city folk can meet.

<http://kultuur.edu.ee/jazziklubi/>

## **STUDENT THEATRE K-ÄNG2 OF THE PÄRNU COLLEGE OF THE UNIVERSITY OF TARTU**

The theatre group K-äng2 was created in 2003 with the aim of enriching the academic atmosphere. In addition, it is a great chance for the students to develop their voice and body language. Each year a new show is planned, plus performances at different events.

[www.pc.ut.ee/et/yliopilased/kang2](http://www.pc.ut.ee/et/yliopilased/kang2)

## **STUDENT ORGANISATIONS**

The University of Tartu has many different student organisations (student **corporations** and **societies**, **cultural associations** and **hobby associations**), which offer numerous opportunities for extracurricular activities. For further information about student organisations, see

[www.ut.ee/en/studies/practical/student-life](http://www.ut.ee/en/studies/practical/student-life)

The full list of student organisations (in Estonian) is available at

[www.ut.ee/et/ulipilasorganisatsioonid](http://www.ut.ee/et/ulipilasorganisatsioonid)

## WHAT IS GOING ON?

The University is big and there is something going on every day (conferences, seminars, guests, introduction of research achievements, discussions, etc.).

The activities of the University are covered by the following means of information.

- The ***Universitas Tartuensis*** magazine of the University of Tartu (in Estonian)

[www.ajakiri.ut.ee](http://www.ajakiri.ut.ee)

The magazine of the university is free of charge and it is published on the last Friday of each month and it is available on paper in the foyers of study facilities.

- **University of Tartu Television**

[www.uttv.ee](http://www.uttv.ee)

The university's television covers, in addition to academic and research events, also all major events of the university. In addition to viewing direct broadcasts, the UTTV has made available many video recordings of events dating back to 1988. In total, the video database of the university contains over 3,000 hours of documentary materials, which will be uploaded to the UTTV archive bit by bit.

- The **official English-language blog** of the University of Tartu at <http://blog.ut.ee/>

The blog is maintained through the collective effort of the faculty and students and coordinated by the editor Inga Külmoja. An important part of blog articles feature or are even written by international students. On the web-site of the blog, you can also subscribe to the official English-language **monthly newsletter** of the University of Tartu.

- The University of Tartu also has its own **Youtube channel**: [www.youtube.com/tartuuniversity](http://www.youtube.com/tartuuniversity)

- The most important events of the life of the University of Tartu also get tweeted on **Twitter**:

<http://twitter.com/tartuuniversity>

- The English-language **Facebook** fan page of the university, where you are also welcome to post your comments, links and photos, is available at

[www.facebook.com/tartuuniversity](http://www.facebook.com/tartuuniversity)

## CONTACT DETAILS OF DEAN'S OFFICES AND COLLEGES

<b>Faculty of Theology</b>	Ülikooli 18-310, 50090, Tartu	tel (+372) 737 5300
	us@ut.ee	www.us.ut.ee
<b>Faculty of Law</b>	Näituse 20-324, 50409, Tartu	tel (+372) 737 5390
	Kaarli pst 3, 10119, Tallinn	tel (+372) 627 1888
	oi@ut.ee	www.oi.ut.ee
<b>Faculty of Medicine</b>	Ravila 19, 50411, Tartu	tel (+372) 737 5326
	arst@ut.ee	www.med.ut.ee
<b>Faculty of Philosophy</b>	Jakobi 2, ruumid 117-118, 51014, Tartu	tel (+372) 737 5341
	filos@ut.ee	www.fl.ut.ee
<b>Faculty of Exercise and Sport Sciences</b>	Jakobi 5-205, 51014, Tartu	tel (+372) 737 5360
	kkdek@ut.ee	www.kk.ut.ee
<b>Faculty of Science and Technology</b>	Vanemuise 46-208, 51014, Tartu	tel (+372) 737 5820
	lote@ut.ee	www.lote.ut.ee
<b>Faculty of Economics and Business Administration</b>	Narva mnt 4-A315, 51009, Tartu	tel (+372) 737 5860
	math@ut.ee	www.math.ut.ee
<b>Faculty of Social Sciences and Education</b>	Lossi 36-130, 51003, Tartu	tel (+372) 737 5957
	sh@ut.ee	www.sh.ut.ee
<b>Faculty of Mathematics and Computer Science</b>	J. Liivi 2, 50409, Tartu	tel (+372) 737 5862
	math@ut.ee	www.math.ut.ee
<b>Viljandi Culture Academy of University of Tartu</b>	Posti 1, 71004, Viljandi	tel (+372) 435 5232
	kultuur@ut.ee	www.kultuur.edu.ee
<b>Pärnu College of University of Tartu</b>	Ringi 35, ruumid 117-118, 80010, Pärnu	tel (+372) 445 0520
	info@pc.ut.ee	www.pc.ut.ee
<b>Narva College of University of Tartu</b>	Kerese 14, 20304, Narva	tel (+372) 356 0608
	college@narva.ut.ee	www.narva.ut.ee
<b>EuroCollege of University of Tartu</b>	Lossi 36-125, 51003, Tartu	tel (+372) 737 5645
	euro@ec.ut.ee	www.ec.ut.ee

# ACADEMIC CALENDAR

## ACADEMIC YEAR 2012/2013

### AUTUMN SEMESTER

Academic year begins	03.09.2012
Deadline for the first year students for registration to courses	17.09.2012
Anniversary of Estonia's National University.	01.12.2012
PhD degree conferring ceremony	
Christmas holiday begins	24.12.2012
Christmas holiday ends	06.01.2013
Autumn semester ends	03.02.2013
Winter holiday begins	04.02.2013
Registration deadline for next semester courses	10.02.2013
Winter holiday ends	10.02.2013

### SPRING SEMESTER

Spring semester begins	11.02.2013
Spring semester ends	30.06.2013
Summer holiday begins	01.07.2013
Summer holiday ends	01.09.2013
Registration deadline for next semester courses	01.09.2013

**Student website**

**<http://www.ut.ee/en/studies>**

**Study Regulations**

**<http://www.ut.ee/en/studies/study-regulations>**

**Study Information System (SIS)**

**<http://ois.ut.ee/>**

**Student Council of University of Tartu**

**[www.tyee.ee](http://www.tyee.ee)**

**University of Tartu Library**

**[www.utlib.ee](http://www.utlib.ee)**

**Tartu Student Village**

**[www.kyla.ee](http://www.kyla.ee)**

**Student organisations**

**[www.ut.ee/en/studies/practical/student-life](http://www.ut.ee/en/studies/practical/student-life)**

# GAUDEAMUS<sup>2</sup>

Ch. W. Kindleben

G /h C /a D /fis G D G /h C C/e D7 /fis

1. Gau de-a - mus i - gi - tur, ju - ve - nes dum s - u - mus! Gau - de - a - mus i - gi - tur, ju - ve - nes dum

G D/a G/h D/a D /fis G D /c

s - u - mus! Post ju - cun - dam ju - ven - tu - tem, post mo - les - tam se - nec - tu - tem

G/h C /a G/d Esdim Em G/h C /a G/d D7 G

nos ha - be - bit hu - mus, nos ha - be - bit hu - mus!

1. :; Gaudeamus igitur, juvenes dum sumus!  
 ;;

Post jucundam juventutem,  
 post molestam senectutem  
 ;; nos habebit humus! ;;

2. :; Ubi sunt qui ante nos  
 In mundo fuere? ;;  
 Vadite ad superos,  
 transite in inferos,  
 ;; hos si vis videre. ;;

3. :; Vita nostra brevis est,  
 brevi finietur. ;;  
 Venit mors velociter,  
 rapit nos atrociter,  
 ;; nemini parcetur. ;;

4. :; Vivat academia,  
 vivant professores! ;;  
 Vivat membrum quodlibet,  
 vivant membra quaelibet,  
 ;; semper sint in flore! ;;

5. :; Vivant omnes virgines  
 faciles, formosae! ;;  
 Vivant et mulieres  
 tenerae, amabiles,  
 ;; atque laboriosae! ;;

6. :; Vivat et respublica  
 et qui illam regit! ;;  
 Vivat nostra civitas,  
 maecenatum caritas,  
 ;; quae nos hic protegit! ;;

7. :; Pereat tristitia,  
 pereant osiores! ;;  
 Pereat diabolus,  
 quivis antiburchius,  
 ;; atque irrisores! ;;

<sup>2</sup> From the songbook of the Estonian Students Society.