



University of Tartu
 Study Abroad Centre
 Ülikooli 18, room 134
 50090 Tartu, Estonia
ut.ee/studies

CONGRATULATIONS! You have been nominated to participate in the Erasmus+ exchange programme by your home university.

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| Name | UNIVERSITY OF TARTU/Tartu Ülikool <u>Name of the faculties:</u> Faculty of Arts and Humanities Faculty of Social Sciences Faculty of Medicine Faculty of Science and Technology |
| Erasmus code | EE TARTU02 |
| EUC Reference Number Participant Identity Code | 69935-EPP-1-2014-1-EE-EPPKA3-ECHE 999895013 |
| Homepage for incoming students | http://www.ut.ee/en/welcome www.ut.ee/studies |
| Postal address | University of Tartu Study Abroad Centre Ülikooli 18-132 Tartu 50090 Estonia |
| Facebook Twitter Youtube | facebook.com/tartuuniversity twitter.com/tartuuniversity youtube.com/tartuuniversity |

CONTACT PERSONS

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| Erasmus Student Exchange Coordinator: incoming Erasmus students | Ms Annika Kalda Tel: +(372) 737 6085 E-mail: annika.kalda@ut.ee , erasmusin@ut.ee |
| Traineeship and Student Exchange Coordinator: incoming and outgoing Erasmus+ ICM, Erasmus+ Traineeship, Swiss-EU mobility programme | Ms. Piret Saluveer Tel: +(372) 737 6019 E-mail: piret.saluveer@ut.ee |
| Erasmus Student Exchange Coordinator: outgoing Erasmus students | Ms. Jaanika Haljasmäe Tel: +(372) 737 5151 E-mail: jaanika.haljasmae@ut.ee , erasmus@ut.ee |
| Senior Specialist of International Cooperation: incoming Erasmus academic staff | Ms. Karoliina Vilimaa-Pennarun Tel: +(372) 737 6164 E-mail: karoliina.v.pennarun@ut.ee |
| Staff Mobility Specialist: incoming Erasmus non-academic staff | Ms. Anneli Miljan Tel: +(372) 737 5192 E-mail: anneli.miljan@ut.ee |
| Departmental coordinators in the faculties: responsible for Erasmus agreements | http://www.ut.ee/en/international/international-partners/erasmus-partners |

APPLICATION DOCUMENTS AND REQUIREMENTS

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| Application deadlines | <ul style="list-style-type: none"> Autumn semester: 15 April 2019 (application period 15 March – 15 April) Spring semester: 1 November 2019 (application period 1 October – 1 November) |
| Link to application form | www.ut.ee/en/prospective-students/exchange-students |
| Application documents | <p>Online application, which includes:</p> <ol style="list-style-type: none"> Transcript of Records issued by home university <u>in English</u> – must bear an original seal and signature of an authorized official; Copy of valid identification document (non-EU applicants – a copy of the passport page stating the applicant’s personal details); Proof of English language skills in English - (not applicable for native speakers and students of the universities where English is the language of instruction); <p>New! 4) Learning Agreement or Online Learning Agreement (OLA).</p> |

Additional information about required documents:

Proof of English language skills in English

- Exchange students whose primary language is not English must meet **level B2 requirements** for English proficiency according to the Common European Framework of Reference for Languages. Please view these requirements here: European Levels - [Self Assessment Grid](#).
- **Documented evidence is needed** to demonstrate student's English language proficiency. This could include an official letter from a language instructor at student's home university stating that student's English skills are sufficient to study abroad. If student has taken an international test of the English language (TOEFL, IELTS etc.), please send us a copy of the test score. TOEFL iBT score must be at least 75; minimum IELTS score: 5.5 (no part can be below 5.5). Please note that OLS test is not suitable as proof of English language skills.

Learning Agreement (LA)

- In the LA, student should fill in information about receiving institution: University of Tartu (EE TARTU02), Ülikooli 18, 50090, Tartu. Contact person: Annika Kalda, annika.kalda@ut.ee, (372) 737 6085.
- Responsible person in the academic unit at UT– this part will be filled in by UT.
- If not possible, it can be also uploaded without home institution responsible person's signature.
- UT will sign it when we start to process the documents not beforehand!

New! Online Learning Agreement (OLA) is very welcome!

- OLA is filled in by a student and signed electronically by a student, sending institution and receiving institution.
- UT responsible person will receive notification about OLA via email. UT contact email will be provided to a student with nomination email.
- OLA will be accepted with the signature or declined with further suggestions for the changes.

LA or OLA:

- Student must choose courses from the link: <https://www.ut.ee/en/courses-taught-english> as **only** these courses are confirmed by the academic units that they are opened for short-term exchange students. This list is updated continuously as soon as we get new information from the academic units.

Application steps

1. The student must register to the DreamApply system (<http://www.ut.ee/en/admissions/how-fill-online-application-dreamapply>) and (s)he will be provided with an applicant code, that will enable them to follow through with the admissions process online.
2. Fill in an online application and correctly upload the required documents to the Dream Apply application system. **Submit!**

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| | 3. When the student confirms the information provided in the application and submits it, the application is final and cannot be changed. No changes can be made after the application deadline! |
| Do not send documents by regular post or email! | We do not check documents that are sent by email as all required documents must be uploaded to the Dream Apply application system. |
| Feedback about the documents | Student will get feedback about the documents through the application system: positive feedback means that everything is correct with the application and documents are sent electronically to the academic unit for the approval. If student gets feedback offer, it also gives student further details what must be improved. |
| <p>The decision of admission will be made within 5 weeks after the application deadline as follows:</p> <ul style="list-style-type: none"> - Student will be notified about the decision with “accepted” offer through the Dream Apply application system. - The admission package will be sent electronically directly to the student. This includes the Admission Letter, signed Learning Agreement and additional information about housing and visas issues. If required, the student can forward the email to their home university’s coordinator as well. OLA will be sent back through the platform. | |

ACADEMIC CALENDAR

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| Academic calendar | Autumn semester: from 02.09.2019 to 02.02.2020 Spring semester: from 10.02.2020 to 28.06.2020 See the full academic calendar: http://www.ut.ee/en/academic-calendar |
| Lecture period | Usually from the beginning of the semester until the third week of December/end of May |
| Exam period | Usually from mid-December/May until the end of the semester |
| Orientation course | <p>Spring semester: February 6-7th, 2020.</p> <p>Orientation course includes:</p> <ul style="list-style-type: none"> - Meeting the representatives of the university and Study Abroad Centre; - Introduction to the university’s study system; library introduction, safety issues, the town in general and other study and non-study related issues; <p>More information: sisu.ut.ee/gettingstarted/where-and-when</p> |
| Recommended arrival dates | 1-2 days before the orientation course starts. |

COURSE INFORMATION

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| List of courses (in English and in other languages) | <p>ut.ee/en/courses-taught-english</p> <p>Please remember that UT has the right to cancel courses due to unforeseen circumstances and in case there are less students attending the course than anticipated. The minimum number of attendants is assigned for each course and is fixed in the Study Information System, UT’s official course registration system.</p> |
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Keep in mind!

- **UT requires that short-term international students take at least 15 ECTS per semester.** Your home institution might also have certain requirements regarding the courses you need to take or amount of credits you need to obtain!
 - The list of courses also indicates the **study levels**, to which each course is targeted. Still, some courses may be open for registration even to the levels not specified. Depending on course and the current situation, lower level student can sometimes join higher level courses. You can find this out after your arrival from the academic unit to which the course belongs.
 - Each student is free to select courses from different programmes and faculties. **However, in the inter-institutional agreements partners have mutually fixed ISCED field. So, an incoming student is required to take at least 50% of the courses from the study field fixed in the particular agreement. Student can see their respective ISCED field in the Dream Apply application system by choosing a mobility. Please note that the 50 % rule is important to be respected. At UT, signing of the Learning Agreement is done by the academics and they expect the 50% rule being followed by incoming students.**
 - **Course registration** – students will receive a username and password for the Study Information System. More detailed information will be sent by the week orientation course starts.
 - **Grading system.** UT uses both a differentiated and a non-differentiated grading system to assess the academic progress of students.
 - **Differentiated assessment:**, the students' achievement level of learning outcomes is graded with letter: A- excellent, B – very good, C – good, D –satisfactory, E – sufficient, F – insufficient. The letter expresses achieving of the learning outcomes, as described in <http://www.ut.ee/en/studies/study-regulations/credits>. In Estonia, according to the current legislation, the letters are not translated into a numerical grade (either % or any other number), but into learning outcomes.
 - **Non-differentiated assessment:** the students are considered to have passed the course, if all the requirements set forth in the syllabus have been fulfilled. Students will be given either pass or fail.
- Please keep in mind that courses **assessment method is fixed and cannot be changed** in accordance with a student's needs or wishes. Make sure you know what your home university's requirements are!
- **Transcript of Records** is issued only by student's request and are not sent automatically. It is a student responsibility to contact dean's office at the end of the studies and inform them whether the document should be sent by email or by post.

Student who are nominated to one of **UT's regional colleges in Viljandi, Narva or Pärnu**

Choose courses **only** from the college you will come, as the distance between Tartu and these colleges are considerable.

ESTONIAN INTENSIVE LANGUAGE COURSES (ESTILC)

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| Information about ESTILC | http://haridus.archimedes.ee/en/estonian-intensive-language-courses-estilc |
| Please note! ESTILC is not part of the Learning Agreement. Students will get an additional certificate for it. | |

ACCOMMODATION (in Tartu)

All housing options in Tartu are described here: ut.ee/en/welcome/housing

1. **Student Hostel for short-term students in Tartu and in Viljandi (students staying up to 10 months)**
campus.ee/en/applicant/application

Monthly rent (for place in a twin room) 230 euros. The amount of deposit for those staying longer than one month is the sum equivalent to three months' rent – 690 euros (one-month rent is 230 euros). **NB!** All short-term students need to pay their deposit right after receiving an accommodation offer, since the payment must reach the hostel within 10 days from receiving the offer. Accommodation at the student hostel is provided ONLY for the fixed period (as the period stated in the student's admission letter).

Application deadlines for student housing:

Application period for autumn semester: **June 1- 10.**

Application period for spring semester: **January 1-10.**

- If the studies start any other time, outside semester, the application deadline is not fixed.

2. **Other options or private apartments**

ut.ee/en/welcome/housing

Student who are nominated to one of **UT's regional colleges in Narva or Pärnu** will get information about accommodation procedure directly from the college coordinator

RESIDENCE ISSUES

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| <p>EU citizens (including European Economic Area and Swiss Confederation)</p> | <p>EU citizens are allowed to stay in Estonia on the basis of a valid travel document or identity card for the period of up to 3 months. As international students usually stay longer, then they must register themselves as citizens of Tartu and apply for an ID-card. That can be done respectively in the Population Register Office and Migration Bureau in Tartu. More information: http://www.ut.ee/en/welcome/eu-citizens-right-residence</p> |
| <p>Non-EU citizens</p> | <p>Along with the admission package, students will receive information on how to apply for the long-term (D) visa. More information: ut.ee/en/welcome/eunon-eu-visas-and-residency</p> |

PRACTICAL INFORMATION

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| <p>Cost of living</p> | <p>One needs approximately a minimum of 350 EUR per month in order to cover basic expenses in addition to housing costs. More information: http://www.ut.ee/en/welcome/cost-living</p> |
| <p>Buddies</p> | <p>Buddies are a passionate group of international student volunteers whose role is to help new exchange students adapt to the environment at the UT more generally. Buddies are international students who can provide advice and guidance to short-term exchange students. These are experienced students who know what it is like to come study in Tartu from another country and can offer you firsthand advice online or in-person about how to get settled and alleviate any worries or concerns you might have about making the transition.</p> |
| <p>Special needs</p> | <p>Students with disabilities should be mentioned as soon as possible. More information: https://www.ut.ee/en/studies/practical/students-with-special-needs</p> |
| <p>Arrival</p> | <p>International students usually arrive to the Tallinn Airport or Tallinn Harbour. Buses from Tallinn Bus Terminal to Tartu depart twice an hour on average and the trip takes about 2.5 hours. Transportation is not provided by the Study Abroad Centre and all travel arrangements are student's responsibility. Further information is available at: ut.ee/en/welcome/arrival-estonia.</p> |
| <p>More practical information</p> | <p>ut.ee/en/welcome/international-students</p> |
| <p>Study-related information</p> | <p>ut.ee/en/prospective-students/study-related-information</p> |
| <p>Information about Tartu</p> | <p>http://www.tartu.ee/en</p> |