



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.

Name	UNIVERSITY OF TARTU/Tartu Ülikool
Erasmus code	EE TARTU02
Erasmus Charter Number	69935
Participant Identity Code	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	facebook.com/tartuuniversity
Twitter	twitter.com/tartuuniversity
Youtube	youtube.com/tartuuniversity

CONTACT PERSONS

Erasmus Student Exchange Coordinator: incoming Erasmus students	Ms Annika Kalda Tel: +(372) 737 6085 E-mail: annika.kalda@ut.ee , erasmusin@ut.ee
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Erasmus Student Exchange Coordinator: outgoing Erasmus students	Ms. Jaanika Haljasmäe Tel: +(372) 737 5151 E-mail: jaanika.haljasmae@ut.ee , erasmus@ut.ee
Traineeship and Student Exchange Coordinator: Erasmus and other programmes	Ms. Piret Saluveer Tel: +(372) 737 6019 E-mail: piret.saluveer@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

Application deadlines	<ul style="list-style-type: none"> Spring semester: 1 November 2018 (application period 1 October – 1 November) Autumn semester: 15 April 2019 (application period 15 March – 15 April)
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); Learning Agreement - if required by home university.
<p>Additional information about required documents:</p> <p>Proof of English language skills in English</p> <ul style="list-style-type: none"> ➤ 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). 	

Learning Agreement (LA): <ul style="list-style-type: none"> ➤ If student needs a signed LA back before the mobility at UT begins, LA must be uploaded together with other required documents to the Dream Apply application system by the application deadlines (see above). ➤ Uploaded LA will be printed out by UT and processed together with other application documents (transcript etc). ➤ If the LA is uploaded to the DA system after the application deadline, UT will process it at the beginning of a semester, <u>not before!</u> ➤ 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. 	
Application steps	<ol style="list-style-type: none"> 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! 3. When the student confirms the information provided in the application and submits it, the application is final and cannot be changed. 4. 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. Student will get feedback about the documents through the system.
The decision of admission will be made within 5 weeks after the application deadline as follows: <ul style="list-style-type: none"> - Student will be notified about the decision 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 (if the student has uploaded it by the application deadline) and additional information about housing and visas issues. If required, the student can forward the email to their home university's coordinator as well. 	

ACADEMIC CALENDAR

Academic calendar	Spring semester: from 11.02.2019 to 30.06.2019 Autumn semester: from 03.09.2018 to 03.02.2019 See the full academic calendar: 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	February 7-9, 2019 Orientation course includes:

	<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

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>
<p>Keep in mind!</p> <ul style="list-style-type: none"> • 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. You can find out this after your arrival from the institute 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 before their arrival via email (approx. 1-2 weeks before the semester starts). More detailed information will be sent along with the password/username sheet. • Grading system. UT uses both a differentiated and a non-differentiated grading system to assess the academic progress of students. <ul style="list-style-type: none"> - 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)

Information about ESTILC in the **spring semester**

<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 210 euros. The amount of deposit for those staying longer than one month is the sum equivalent to three months' rent – 630 euros (one-month rent is 210 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.** Prepayment will not be refunded in the case one decides not to use the provided accommodation for whatever reason! 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

EU citizens (including European Economic Area and Swiss Confederation)	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 normally 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
Non-EU citizens	Along with the admission package, students will receive information on how to apply for the Estonian temporary residence permit for study or for the long-term (D) visa. More information: ut.ee/en/welcome/eunon-eu-visas-and-residency

PRACTICAL INFORMATION

Cost of living	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
Tutors	Tutors are students who help newly arrived students to adapt to the academic environment at the University of Tartu. They are ready to give additional guidance and information on various matters, from studies to living conditions in Tartu. Students will be contacted by their tutor before the beginning of the semester by email.
Arrival	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 .
More practical information	ut.ee/en/welcome/international-students
Study-related information	ut.ee/en/prospective-students/study-related-information
Information about Tartu	http://www.tartu.ee/en