



UNIVERSITY OF TARTU – INFORMATION FOR INCOMING EXCHANGE STUDENTS

The information given applies to students who are nominated as exchange students to the University of Tartu (UT) by their home university within inter-university cooperation agreement, to study here for a semester or two. All students who have been nominated by their home institution must submit their application documents to UT.

Student exchange coordinator	Ms. Kristine Truija Study Abroad Centre E-mail: kristine.truija@ut.ee Tel: (+372) 737 6270
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: UT official video:	www.facebook.com/tartuuniversity http://twitter.com/tartuuniversity http://www.utv.ee/naita?id=25127

APPLICATION DOCUMENTS AND REQUIREMENTS

Application deadlines	<ul style="list-style-type: none">• NEW DEADLINE! Autumn semester: 15 April 2017 (application period 15 March – 15 April)• Spring semester: 1 November 2017 (application period 1 October – 1 November)
Link to application form	www.ut.ee/en/prospective-students/exchange-students
Required documents	Online application , which includes: <ol style="list-style-type: none">1) Transcript of Records issued by home university in English – must bear an original seal and signature of an authorized official;2) Copy of valid identification document (non-EU applicants – a copy of the passport page stating the applicant's personal particulars);3) Proof of English language skills (not applicable for native speakers and students of the universities where English is the language of instruction);4) Learning Agreement (if required by home university).

**Additional information about required documents:**

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).

Application steps

1. Student needs to sign up for DreamApply system (<http://www.ut.ee/en/admissions/how-fill-online-application-dreamapply>) and (s)he will be provided with applicant code, so that it would be possible to monitor the admission process online.
2. Fill in an online application and upload correctly required documents to the Dream Apply application system.
3. If 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!**

New! Required documents must be uploaded to the Dream Apply application system only and it is not necessary to send documents by regular post (except if home university requires an original Learning Agreement, then it must be uploaded to the application system and also posted by regular post by the application deadline indicated above).

The decision of admission will be made within 5 weeks after the application deadline as follows:

1. Student will be notified about acceptance decision through Dream Apply application system.
2. Admission package will be sent electronically directly to a student. It includes Admission Letter, signed Learning Agreement (if student sent it by the application deadline) and information sheet (housing, visa/residence permit, etc.).

ACADEMIC CALENDAR

Academic calendar	Autumn semester: from 04.09.2017 to 04.02.2018 Spring semester: from 12.02.2018 to 01.07.2018 See the full academic calendar: http://www.ut.ee/en/academic-calendar
Orientation course	Autumn semester: 30 August-1 September 2017 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;



	More information: http://www.ut.ee/en/welcome/orientation-course-international-students
Recommended arrival dates	1-2 days before the orientation course starts.

COURSE INFORMATION

List of courses (in English and in other languages)	http://www.ut.ee/en/courses-taught-english 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 Study Information System (http://www.ut.ee/en/studies/study-regulations/system).
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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!
- List of courses show also the listed **levels**, which show to whom the course is targeted to. Still, some courses may be open for registration to the levels not specified. You can find out this after your arrival from the institute where the course belongs to.
- Student is free to select courses from different programmes and faculties in order to compile a study plan that best suits her/his needs. However, in order to be admitted to UT, we strongly encourage that at least 50 % of the courses to be completed at Tartu are related to the student's specialization back home. Changes can be made to the originally proposed study plan by filling in the form for the changes to original LA once student has arrived and fixed study plan.
- **Course registration**– students will receive username and password for Study Information System before their arrival via email (approx. 1-2 weeks before the semester starts). More detailed information will be sent together with password/username sheet.
- **Grading system.** UT is using both differentiated and non-differentiated assessment 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 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 to a student needs or wishes. Make sure you know what your home university 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 Transcripts can be issued only after all grades and credits are in the Study Information System

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.

ACCOMMODATION (in Tartu)

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

1. Student Hostel for short-term students (students staying up to 10 months), receiving housing scholarship

campus.ee/en/applicant/application

Monthly rent 210 euros.

The amount of deposit is 210 euros. Prepayment will not be refunded in the case one decides not to use the provided accommodation for whatever reason!

Application deadlines for student housing

Application deadline for autumn semester: **10 June 2017.**

Application deadline for spring semester: **10 January 2018.**

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 Viljandi, Narva or Pärnu** will get information about accommodation procedure directly from the college coordinator.

STIPENDS

Exchange students are exempt from tuition fees and **if stated in a concrete agreement** are entitled to a monthly stipend of 160 EUR and/or their Student Hostel rent will be covered (place in a twin room). **NB!** Stipends are paid only for the period when student lives and studies in Tartu. Student who leaves before 15th will not be entitled to the stipend of this month and onwards.

RESIDENCE PERMIT

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 as how to apply for the long-term (D) visa. More information: http://www.ut.ee/en/welcome/eunon-eu-visas-and-residency
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PRACTICAL INFORMATION

Cost of living	One needs approximately a minimum of 250-300 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 into academic environment at the University of Tartu. They are ready to give additional guidance and information on several matters, varying from studies to living conditions in Tartu. All international students are divided into small groups and each group has a tutor. Students will be contacted by their tutor before the beginning of the semester by email.
Arrival	International students usually arrive at Tartu or 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: http://www.ut.ee/en/welcome/arrival-estonia .
More practical information	http://www.ut.ee/en/welcome/international-students
Study-related information	http://www.ut.ee/en/prospective-students/study-related-information
Information about Tartu	www.tartu.ee