



# ACADEMIC REGULATIONS 2022

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# DIVISION OF SCHOOLS

1. School of Business and Governance
2. School of Engineering
3. School of Information Technologies
4. School of Science
5. Estonian Maritime Academy

# STUDY BUILDINGS

Name of Study Building	Location	Code
Study Buildings	Ehitajate tee 5	U01-U06
NRG Study Building	Ehitajate tee 5	NRG
IT Building	Akadeemia tee 15A	ICT
IT College	Raja 4C	ICO
SOC Study Building	Akadeemia tee 3	SOC
Building of Cybernetics	Akadeemia tee 21B	CYB
Sports Hall	Männiliiva tee 7	S01
SCI Study Building	Akadeemia tee 15	SCI
Library	Akadeemia tee 1	LIB

## (CLASS)ROOM CODES



**U03 – 205**

Study  
Building

Floor

Room  
number

# STUDY CONSULTANT

Each School has designated Study Consultant (Dean's Office) to whom student can turn in following questions:

- advising on studies
- confirmation letters on student status
- timetable
- study load
- scholarships
- fulfilment of curriculum
- academic leave
- study contracts, invoices
- study Information System ÕIS

PS! Upon receiving ID card or temporary residence permit for studies, kindly visit your Study Consultant, so that Estonian ID code could be inserted to ÕIS (Study Information System).

# STUDY CONSULTANTS IN TALTECH

Name of School	Programs	Name of consultant	Location
School of Business and Governance	TVTB, TVTM, MAEM HAJB, HAJM, HAGM, MVGM	Piret Levertand	SOC-248
		Tiina Parve	SOC 246
School of Engineering	MVEB, MADM, MARM, MAHM EABM, KAYM, KVEM	Moonika Asu	U03-205
		Cia-Helena Meldo	U03-206
		Helena Teemets	U03-206
School of Information Technologies	IVSB, IVCM, IVEM, IASM, IVGM, YVEM, IVSM	Katri Kadakas, Küllike Näks, Kristiina Hiis	ICT-120 (Akadeemia tee 15A)
School of Science	YAFM	Maarja Märss	U04-201

# PROGRAMME ABBREVIATION IN ÕIS (ADMISSION 2022)

## Bachelor:

- International Business Administration **TVTB**
- Law **HAJB**
- Integrated Engineering **MVEB**
- Cyber Security Engineering **IVSB**

# PROGRAMME ABBREVIATIONS (ADMISSION 2022)

## Master:

- International Business Administration **TVTM**
- Law **HAJM**
- Technology Governance and Digital Transformation **HAGM**
- Cyber Security **IVCM**
- Computer and Systems Engineering **IASM**
- Communicative Electronics **IVEM**
- E-Governance Technologies and Services **IVGM**
- Environmental Engineering and Management **EABM**
- Design and Technology Futures **MADM**
- Industrial Engineering and Management **MARM**
- Materials and Processes for Sustainable Energetics **KAYM**
- Technology of Wood, Plastic and Textiles **KVEM**
- Digital Health **YVEM**
- Mechatronics **MAHM**
- Applied Physics **YAFM**
- Entrepreneurial Management **MAEM**



# STUDY INFORMATION SYSTEM (ÕIS)

- subject registration
- invoices
- application submission for scholarships, exchange studies, academic leave
- timetable
- academic calendar
- study results
- .... etc

# STUDENT CODE IN ÕIS

- every student has its unique student number
- this number is necessary to identify you in the system (ÕIS)
- you need the student code to write on all applications, tests and other papers that are handed in at/in the university

## Example:

- **Degree study**  
David John 221234IVCM
- **Visiting student**  
John David 220123IV

# ACCESS TO ÕIS (STUDY INFORMATION SYSTEM)

If you are matriculated and have student code available then to access system, there are 4 options:

- **UNI-ID- highly recommended 😊 information about account will be sent by email**
- ÕIS username and password (room SOC-132)
- ID card (Estonian ID code needed)
- Mobile ID (Estonian ID code needed)

# ACCESS TO ÕIS (STUDY INFORMATION SYSTEM)

1. Visit website [ois2.ttu.ee](https://ois2.ttu.ee)
2. Log in with UNI-ID
3. Confirm the following:
  - Check the contract conditions
  - Agree with the contract
- If you do not agree with contract you cannot continue with Õis.
- Check your personal data, keep it valid

# ACADEMIC CALENDAR- IMPORTANT INFORMATION REGARDING STUDIES

- the beginning and end of semester
- declaration deadline (registrating for the courses)
- holiday deadlines
- examination session deadline
- thesis defence deadline
- period of graduation ceremonies

Available in [ois2.ttu.ee](https://ois2.ttu.ee)

# TIMETABLE IN ÕIS

- Timetables are available by Schools
- Weeks are numbered (in timetable: duration), sometimes distributed odd and even
- Next week is 1st week (starting with August 29)

Numbers added to the programme abbreviation indicate following:

First number shows semester:

- IVC11- first year Autumn semester (1st study semester)
  - IVC21- first year Spring semester (2nd study semester)
  - IVC31- second year Autumn semester (3rd study semester)
- 
- Second number indicates the study group (for bachelor studies) or specialisation (for master studies)

# DIVISION OF THE PROGRAM

- **general studies** (humanitarian, languages etc)
- **core studies** (fundamentals of specialisation)
- **special studies** (specialisation subjects)
- **free choice courses** (only the required credit points are calculated to study load). You can choose:
  - Optional subjects- (subjects that are not in any TalTech curricula)
  - Other TalTech subjects

# STUDY PLAN

- At the beginning of each semester all students must submit a study plan - declare courses for the semester
  - If the study plan is not submitted student will be dismissed
  - The study plan is submitted via study information system (ois2.ttu.ee)
  - Study plan (declaration) must be submitted latest on the indicated deadline in Academic Calendar
- 
- **Declaration deadline 5th of September 2022**
- 
- PS! In some cases, a lecturer has a right to cancel the declaration made by student. In the Academic Calendar, 7th of September is a deadline for cancellation of students' declarations by the lecturer.



# FREE CHOICE COURSES (SOME EXAMPLES)

## Studying languages

- **Centre for Language and Communication**
  - Estonian Language and Culture HLE0050, HLE0060 (3 ects)
  - Estonian Language and Culture MLE0010 (6 ects)
- Additionally Centre of Language and Communication offers English based courses to learn German, Russian, Spanish (in timetable see Optional courses)
- Learning languages is payable unless the course is part of any curriculum
- Go to first class for information

<https://www.taltech.ee/en/centre-language-and-communication>

## FREE CHOICE COURSES (SOME EXAMPLES)

- **Physical education:**

- Group training
- Gym
- Basketball and Volleyball
- Badminton and Table tennis

- Courses to declare:

- MK 3001 Basics of Physical Movement I (3 ects) autumn semester
- MK 3002 Basics of Physical Movement II (3 ects) spring semester

- TalTech Sports Centre is located Männiliiva 7,

- <https://taltech.ee/en/basics-of-physical-movement>

# STUDY PLAN

## **If registering a course in ÕIS, please:**

- make sure that you take required amount of ECTS
- make sure that subject code and professor's name is correct
- make sure the course is given in English

**If you need to make changes in study plan after the deadline, turn to Dean's office immediately and they will help you with the declaration.**

# STUDY LOAD

- A student is enrolled in full-time or part-time studies.
- Study load is re-calculated at the end of each academic year.
- Full load requirement 22,5 ECTS for each semester attended, 45 ects per academic year
- Credits exceeding the volume of free study module prescribed in the curriculum, shall not be counted towards study load.
- Partial study load is 15-22 ECTS per semester
- Non-EU students must maintain full study load place in order to keep temporary residence permit for studies (TRP).
- **PS! It is mandatory for bachelor and master students to collect at least 15 ECTS on the first semester.**

# COVERING THE COST OF TUITION

**Students with full study load who do not pay for the studies (have EU or OECD origin (in IT, Engineering and Sciences) or have full tuition fee waiver scholarship**

- The student shall cover the cost of tuition for each lacking credit point exceeding the threshold of 6 ECTS credit points, taking into account that the study load is 30 ECTS credit points per semester.
- The study load to be completed according to curriculum shall include only the courses prescribed by the curriculum and optional courses up to the maximum extent allowed by the curriculum (free choice module)
- A student who is transferred to partial study load will lose the right to free studies/ will lose the tuition fee waiver scholarship and shall pay tuition fee according to tuition fee rates
- Not applied to citizens of Ukraine

# EXAMINATION SESSIONS

- 2 terms in 1 academic year- **Autumn and Spring**
- 1 term (semester) consists 16 weeks of classroom and practical study and examination period

## **Autumn semester:**

- End of classroom sessions 18 December 2022
- Autumn semester examinations deadline 18 January 2023
- End of autumn semester 22 January 2023

# REGISTRATION FOR EXAMS

## Registration for an exam

- through ÕIS (mainly)
- at the instructor or department/school
- Declaration of a subject is valid only 1 semester
- If a student has not passed the subject within 1 semester time a new declaration in ÕIS must be submitted
- A student can declare a course up to two times

# ASSESSMENT OF ACADEMIC PERFORMANCE

- The final grade can be calculated as a total of different components (homework, test, exam, assessment) or based only on an examination or assessment at the end of study period.
- If a student does not fulfil the prerequisite for eligibility for assessment indicated in the assessment criteria, the student will not be able to achieve a positive final result in the course.
- Assessment may be either graded or non-graded.
- **E** stands for examination (graded assessment)
- **A** stands for non-graded assessment (Fail/Pass)



# ASSESSMENT OF ACADEMIC PERFORMANCE

## Graded assessment

- "5"- excellent
- "4"- very good
- "3"- good
- "2"- satisfactory
- "1"- poor
- "0"- failed

## Non-graded assessment

- A- pass
- M- fail

MI- „absent“- has not participated on the exam

# RECOGNITION OF PRIOR LEARNING

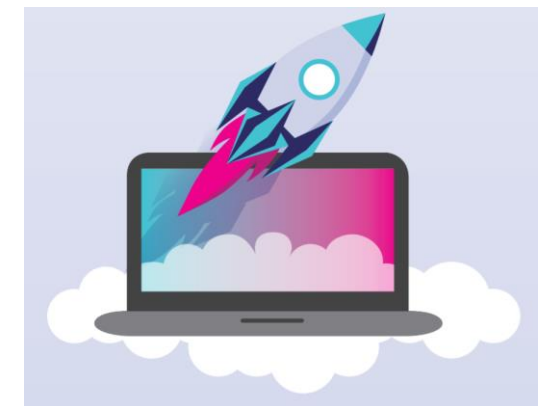
- Recognition of Prior Learning (RPL) is also referred as Accreditation of Prior and Experiential Learning (APEL)
- APEL is a possibility to recognize prior learning (incl. continuing education) and professional work experience for completing curriculum
- Credit points taken into account through APEL shall be counted towards completion of a study load
- APEL application is made in ois (Documents/applications)
- There are rates of fees for APEL
- More info <https://taltech.ee/en/vota>

# TALTECH STUDENT PORTAL

**STUDENT.TALTECH.EE** (access by Uni-ID)

**Necessary information for students in one place:**

- **Checklist** for new students
- **Student code**
- **Timetable** after submitting a study plan
- Location of **study rooms on the map**
- **Declared subjects** and **contact information** of lecturers
- **E-mails**
- Link to the **moodle courses**
- **Semester grades**
- Contacts of program manager, **Student Counselling Office**, **Dean's Office**
- **Student life events**
- **Library checkouts**
- **Daily food menu**
- ...



## ADDITIONAL INFORMATION

- **Student Help Desk**  
advice on general academic issues and everyday life in Estonia  
(regarding public transportation, banks, family practitioners, student life, etc)  
**Room U04-104.**
- **Academic Policies (full version)**  
<https://taltech.ee/en/study-regulations-and-documents#p1402>



**TAL  
TECH**

**ENJOY YOUR STUDIES!**

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**TALLINN UNIVERSITY OF TECHNOLOGY**

**[taltech.ee/en](https://taltech.ee/en)**