



**TAL
TECH**

ACADEMIC REGULATIONS 2023

Katri Kadakas
Student Counsellor
School of Information Technologies
Tallinn University of Technology

30.08.2023

DIVISION OF SCHOOLS

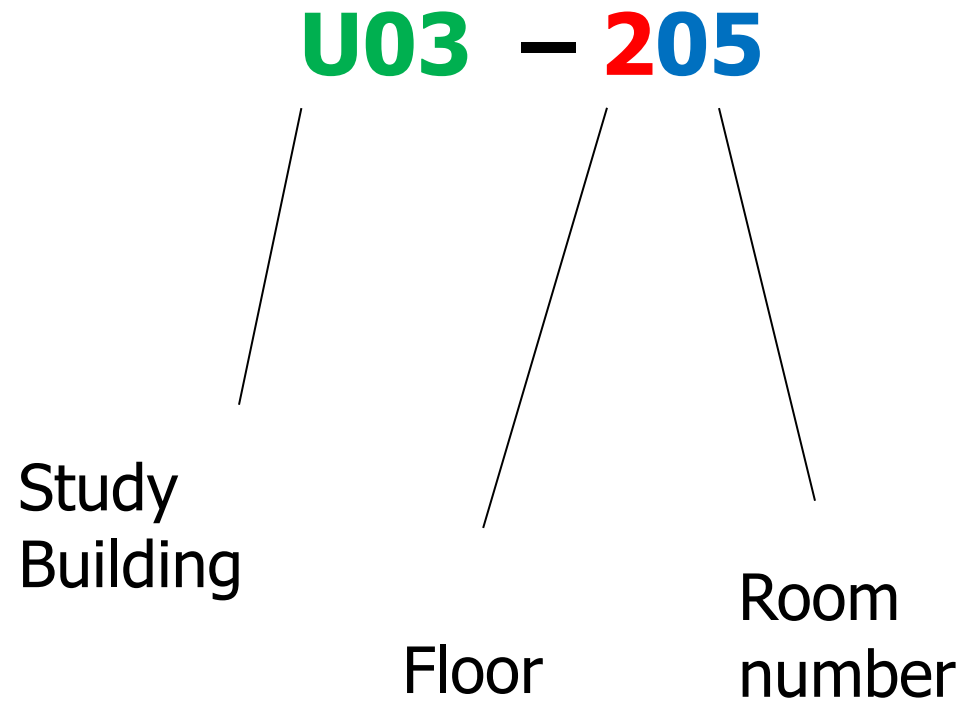
1. School of Business and Governance
2. School of Engineering
3. School of Information Technologies
4. School of Science
5. Estonian Maritime Academy

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

■



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 KVEM	Moonika Asu	U03-205
		Helena Teemets	U03-206
			U03-206
School of Information Technologies	IVSB, IVCN, IVGM, YVEM, IVSM	Katri Kadakas, Küllike Näks, Kairi Põder	ICT-120 (Akadeemia tee 15A)

PROGRAMME ABBREVIATION IN ÕIS (ADMISSION 2023)

Bachelor:

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

PROGRAMME ABBREVIATIONS (ADMISSION 2023)

Master:

- International Business Administration **TVTM**
- Law **HAJM**
- Technology Governance and Digital Transformation **HAGM**
- Cyber Security **IVCM**
- E-Governance Technologies and Services **IVGM**
- Design and Technology Futures **MADM**
- Industrial Engineering and Management **MARM**
- Technology of Wood, Plastic and Textiles **KVEM**
- Digital Health **YVEM**
- 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 the university

Example:

- **Degree study**

David John 231234IVCM

- **Visiting student**

John David 230123IV

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
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

TIMETABLE IN ÕIS

- Timetables are available by Schools
- Weeks are numbered (in timetable: Study weeks, sometimes distributed odd and even)
- Next week is 1st week (starting with September 4)

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)
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- Second number indicates the study group (for bachelor studies) or specialisation (for master studies)

EXAMPLE OF TIMETABLE

IVSB32 (Study week 1-16)

■ Other ■ Even ■ Odd ■ 1 - 16

[Copy URL](#) [Export iCalendar file](#) **Week** Semester

Time	Course	Language	Compulsory / Elective	Type	Teacher	Room	Study weeks	Student groups	Syllabus	Comment
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Monday

■	10:00 - 11:30	ICS0012 - Database Basics	english	compulsory	lecture	Priidu Paomets (hourly fee)	ICO-319	1-16	IVSB31, IVSB32	View
■	14:00 - 15:30	TMJ0130 - Introduction to Entrepreneurship	english	elective	lecture	Basel Osama Sayed Ahmed Hammoda (PhD student)	SOC-211b I SOC-211c I SOC-212	1, 3, 5, 7	IVSB31, IVSB32, MVEB31, MVEB32	View

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
- A graduation thesis/a final exam is declared in the individual study plan at the beginning of the defense semester
- If no courses will be taken an empty study plan should be submitted
- **Declaration deadline 11th of September 2023**
- **PS! In some cases, a lecturer has a right to cancel the declaration made by student. In the Academic Calendar, 13th 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
- Ballgames
- 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 ÖIS, 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.**

REIMBURSEMENT OF TUITION FEES

- Full-time students matriculated for free studies in a study programme taught in Estonian or English or for studies funded by a tuition fee waiver scholarship shall cover the cost of tuition for each lacking credit point exceeding the threshold of 6 ECTS credit points if at the end of a semester the student lacks more than 6 ECTS credit points of the study load prescribed by the study programme.
- Credit points are calculated cumulatively, taking into account that the study load is 30 ECTS credit points per semester and 60 ECTS credit points per academic year.
- 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.

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 23 December 2023
- Autumn semester examinations deadline 17 January 2024
- End of autumn semester 21 January 2024

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 the final grade is partially or entirely based on the results of continuous assessment, the assessment criteria and the weight of the results of continuous assessments in the final grade, incl. possible prerequisites for eligibility for assessment, as well as the deadlines for the performance of the assignments, shall be specified in the extended syllabus of the relevant course
- 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.
- For non-graded assessment the final grade shall be determined by a threshold; when learning outcomes of a student comply with or exceed the threshold, the assessment shall be indicated as adequate – A (pass), or, in case the student's learning outcomes fail to comply with the threshold, the assessment shall be indicated as inadequate – M (fail)

ASSESSMENT OF ACADEMIC PERFORMANCE

Assessment may be either graded or non-graded.

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

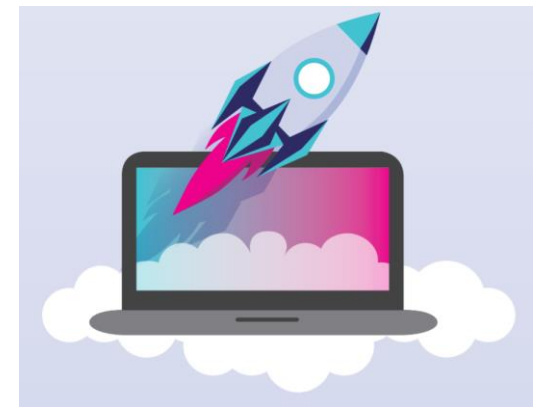
- Recognition of Prior Learning (RPL) is also referred as Accreditation of Prior and Experiential Learning (APEL)
- APEL is a possibility to recognize prior learning (incl. continuing education) and professional work experience for completing curriculum
- Credit points taken into account through APEL 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.
- **studenthelp@taltech.ee**
- **Study regulations (incl Academic Policies full version)**
<https://taltech.ee/en/study-regulations-and-documents#p1402>



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ENJOY YOUR STUDIES!

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TALLINN UNIVERSITY OF TECHNOLOGY

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