BRIEFING ABOUT STUDIES IN SCHOOL OF INFORMATION TECHNOLOGIES

Katri Kadakas
Student Counsellor

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IT BACHELOR PROGRAMS (IN ENGLISH), PROGRAM MANAGERS

- **Cyber Security Engineering IVSB**
  - Valdo Praust, assistant Dagmar Tamme

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IT MASTER PROGRAMS (ENGLISH), PROGRAM MANAGERS

- **Cybersecurity IVCM**
  - Adrian Nicholas Venables; assistant Emily Ridal

- **E-Governance Technologies and Services IVDM (1-year)**
  - Eric Blake Jackson; assistant Aivi Remmelg

- **Digital Health YVEM**
  - Doris Kaljuste; assistant Kristiina Ranne

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IT MASTER PROGRAMS (ESTONIAN), PROGRAM MANAGERS

- **Business Information Technology IABM**
  - Gunnar Piho, assistant Riina Soovik
- **Computer Science IAPM**
  - Juhan-Peep Ernits; assistant Mari-Liis Paabstel
- **Analysis and Design of Information Systems IAAM**
  - Paul Leis; assistant Nele Teearu
- **Medical Technology and –Physics IAHM**
  - Jelena Fomina; assistant Kristiina Ranne
- **Digital Transformation in Business IADM (1-year)**
  - Kristjan Rebane, assistant Jane Rang
- **Hardware Development and Programming IACM**
  - Peeter Ellervee, assistant Jane Rang
- **Communications Networks and Services IAVM**
  - Andres Eek, assistant Jane Rang
- **Data and Technologies for a Digital State IAGM (1-year)**
  - Jaanus Riibe, assistant Aivi Remmelg

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IT BACHELOR PROGRAMS (ESTONIAN), PROGRAM MANAGERS

- **Hardware Development and Programming IACB**
  - Andres Eek; assistant Jane Rang
- **Informatics and Artificial Intelligence IAIB**
  - Ago Luberg; assistant Kadi Lõhmus
- **IT Systems Administration IAAB**
  - Siim Vene; assistant Nele Teearu
- **IT Systems Development IADB**
  - Meelis Antoi; assistant Dagmar Tamme
- **Business Information Technology IABB**
  - Karl-Erik Karu; assistant Riina Soovik

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PROGRAM

- Programs in Taltech are subject based and have modular structure.

- Modules of programs:
  - General studies
  - Core studies
  - Special studies
  - Free choice courses
  - Graduation thesis

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PROGRAM

- Every student is studying on one (and only one) program

- Every module in every program has its own specified amount of ECTS's, which has to be passed

- Overfilling one study module doesn't compensate another one (except Free choice course module)

- For every program there are program managers – your personal counsellor for all academic questions

ACADEMIC CALENDAR

- Compiled for every academic year
- Academic year consists of two semesters (autumn and spring semester)
- One semester consists of 16 weeks of learning and 3-week-examination session
- Week starting with September 2 (i.e next week) is the 1st week
- Important dates at the beginning of autumn semester:
  - September 1- start of semester
  - September 8 - study plan submission

STUDENT CODE

- Students personal identifier

- You can find it if you log in to Study Information System

- Consists of matriculation number and curriculum symbol
  251234IVCM

- Besides writing your name on every document (application, exam, homework, e-mail etc.) always write your student code also

- Remember your student code

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STUDY INFORMATION SYSTEM (SIS=OIS, IN ESTONIAN ÕIS)

- Log in: using UNI-ID or TRP/Est ID card
- After the first login to OIS you need to agree with your contract
- The university shall send messages and orders concerning studies via SIS. The notices communicated via OIS (SIS) shall be deemed to be forwarded officially. In the framework of a course, a lecturer may use other communication channels for sending informative messages by notifying the students thereof in advance.
- You will have Taltech email address. A notification sent to a student to the e-mail address created by the university shall be deemed to be received
- check/correct your personal data (and keep it updated later)

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STUDY PLAN

- A student has to submit a study plan for each semester

- Study plan includes subjects which student commits to study in the current semester. You can choose subjects available in the timetable (meaning that they are taught in the current semester)

- The lecturer confirms the student for the subject (by default: accepted). The lecturer can reject students who wish to participate in a course

- If a student is not taking any new subjects in the current semester (except the first one) he/she submits an empty study plan (0 ECTS).

- A graduation thesis/a final exam is declared in the individual study plan at the beginning of the semester of defense

- During the first semester, **minimum 15 ECTS** should be declared and received, regardless of the chosen study load and any credits granted through APEL.

STUDY PLAN

- Study plan is created in Study Information System, ois2.taltech.ee
- Study plan must be submitted (declared) before the given date in academic calendar
  - Current semester –   8 September 2025
- Student can choose whatever subjects which are taught in TUT
- Subjects which are not part of the student's curriculum will be transferred to Free choice studies module.
- If changes necessary after the deadline, turn to Dean's office

- Internship shall not be declared in the semester's individual study plan. After completing the internship, a student shall submit an application in the OIS for assessment of the internship.

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TIMETABLE

- Available in Study Information System

- Each specialisation has its own timetable

- Example IVSB11 – 1st digit semester, 2nd group according to alphabetical order (no specialisations)

- Pay attention to weeks when reading the timetable (column Study weeks in timetable)

- Pay attention to odd and even weeks (marked with different colours)

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EXAMPLE OF TIMETABLE

IVSB12 Cyber Security Engineering (Study week 1-16)

| Week | Dates view |

■ Other   ■ Even   ■ Odd   ■ 1 - 16   *Student group italicized* - subject is elective   Student group not italicized - subject is compulsory

Monday

■	12:00 - 15:15	ICA0019 - Fundamentals of Networking	english	lecture	Mohammad Tariq Meeran 🟢 (Senior Lecturer)	ICO-314	1, 2	IAAB11, IAAB12, IAIB11, IAIB12, IAIB13, IVSB11, IVSB12	View
■	14:00 - 15:30	ICA0019 - Fundamentals of Networking	english	lecture	Mohammad Tariq Meeran 🟢 (Senior Lecturer)	ICO-314	3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	IAAB11, IAAB12, IAIB11, IAIB12, IAIB13, IVSB11.	View

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REGISTRATION TO EXAMS

- Registration for exams through ÕIS mainly.

- You can take exams only in the end of the current semester

- The declared subjects are valid for one semester only

- You can take exams 2 times during valid declaration but only at the proposed exam dates

-

- A student is allowed to re-declare a course not completed by end of semester only once

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)

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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

NOMINAL DURATION AND STUDY LOAD

- The nominal duration of studies means the time specified in the curriculum in academic years required to complete the curriculum with a nominal load (30 ECTS credit points per semester)

- Nominal duration for masters is 2 years (1-year if 1-year programm), for bachelors 3 years

-

- Nominal duration of 1-year master programs is 60 ECTS (3 1-year master programs in IT)

GRADE POINT AVERAGE (GPA)

- To measure a student's overall performance, the grade point average (hereinafter GPA, weighted average

- It is calculated by multiplying the grades by the credits of all passed courses with graded assessments, including the graduation thesis or final exam, summing these products, and then dividing the total by the sum of the credits of the relevant courses

- Assessments (result A) are not calculated to GPA

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STUDY LOAD

- Based on study load student can be:
  - Studying on full study load
  - Studying on partial study load

- While applying to university student chooses the study load

- Study load calculation takes place once a year in the end of the academic year. In 2025/2026 it is going to be on June 29, 2026

- All subjects which are part of your curriculum are taken into account

- The subjects of the curriculum include also free choice subjects but only in the amount foreseen in the prescribed curriculum is taken into account for your load

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FULL LOAD

- Studying on a full study load the student must get by the end of each academic year (cumulatively) for each study semester 22,5 ECTS

- If student is studying (not on an academic leave), he is considered as a full study load student and he has to have at least 45 ECTS by the end of the first academic year, 90 ECTS by the end on the second academic year etc

- Full load is a requirement for residence permit, for applying/receiving scholarships, for studying free of charge (in case of EU/EEA citizenship)

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PARTIAL STUDY LOAD

- Studying on a partial study load the student must get by the end of each academic year (cumulatively) for each semester 15 - 22 ECTS

- Regulations while studying as a partial study load student:
  - Lose your free study place
  - Cannot apply for scholarships
  - Lose right for residence permit

- Studying below part time is not allowed

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REIMBURSEMENT OF TUITION FEES

- Full time students who have commenced studies free of charge (EU or EEA citizenship etc) 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.

- 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 and 60 ECTS credit points per academic year, and credit points are calculated cumulatively per semester

- 1 missing ECTS = 48 euro

- The volume of 30 ECTS credits subject to completion includes the following in ECTS credits:

   1) internship, compulsory courses and elective courses passed in the amount required to complete the study programme;
   2) optional courses (in free choice module) passed in the amount required to complete the study programme;
   3) elective courses taken in addition to the volume of elective courses set out in the module;
   4) courses of a foreign higher education institution completed abroad and previously approved by the programme director in the amount of the credits of the foreign state and converted into ECTS credits;
   5) courses counted toward completion of a study programme by APEL.

ACADEMIC LEAVE

- **Upon personal request**:

- up to 2 semesters (Bachelor, Master)

- during nominal study period

- from second semester

- apply in OIS at the beginning of the semester, deadline in academic calendar

- do not have to take two semesters consecutively

- Foreign students lose their residence permit if no courses taken

- The student loses the right to scholarships for the periods of the student's academic leave

- During academic leave 18 ects can be declared/passed.

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ACADEMIC LEAVE

- **Health reasons**
  - According to a medical certificate for up to 4 semesters all together
  - Before end of quarter for 1-2 semesters
  - After end of quarter for no less than 2 semesters

- **Taking care of a child**
  - According to a birth certificate until the child is 3 years old
  - Can be taken anytime

- **Military service**
  - For up to 2 semesters upon notice from defense forces

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EXMATRICULATION

- A student shall be exmatriculated for the following reasons:
- 1) upon completion of the curriculum and granting a diploma to a student;
- 2) upon a student's personal request on the basis of his or her application;

NB! A full-time student matriculated for free studies in a study programme taught in English who interrupts the studies at own request after the deadline for the submission of the semester's individual study plan, is obliged to pay the fee for the credits the student falls short from the declared and not passed courses as of the day of interruption of studies, in accordance with the fee rates for lacking credits established by the Senate (1 ECTS=48 euro)

- 3) due to inadequate academic performance
  - If 1st semester less that 15 ects performed
  - If failed to fulfill minimum part-time requirement (15 ects per semester);
- 4) due to non-attendance
  - If not submitting the study plan;
  - If failed to declare subjects in the amount of at least 15 ECTS credits in the first study semester
- 5) due to contemptible conduct (i.e violation of good academic practice (plagiarism, support materials at exam etc));
- 6) due to failure to pay the tuition fee;
- 7) in case of closing of the curriculum;
- 8) upon death of the student

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GENERAL PRINCIPLES FOR USING ARTIFICIAL INTELLIGENCE IN TEACHING AND LEARNING
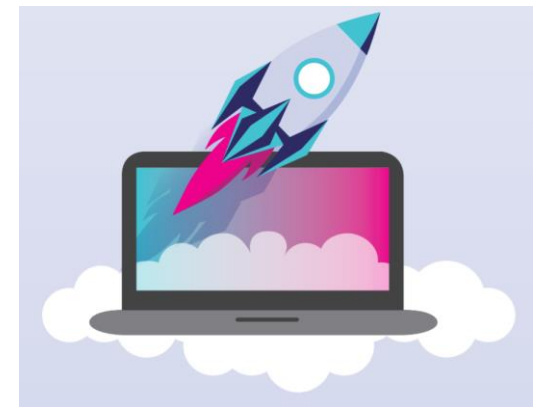
- AI applications can be used as:
  - a source of inspiration,
  - a tool for evaluating and refining ideas,
  - for translation,
  - to support learning during the early stages of the work.
  - AI applications can also be helpful in editing student-generated text during the final stages of work.

- AI applications must not be used:
  - for the preparation of extensive sections of a graduation thesis (e.g. an entire chapter),
  - fabricating data for analysis,
  - generating substantive arguments

- A learner is fully responsible for the accuracy and quality of all information, research material and the results of analysis submitted for assessment, as well as the correctness of all references.

- https://taltech.ee/en/student/academic-information/good-practices

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

- …

DEAN'S OFFICE, ICT-120,
HELP CENTER: HELPDESK.TALTECH.EE /SCHOOL OF IT
I@TALTECH.EE

- Advising on studies: both students and faculty
- Confirmation letters on student status
- Study results
- Study load
- Scholarships
- Fulfilment of curriculum
- Academic leave
- Study contracts, invoices
- Study Information System ÕIS
- Other concerns

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IMPORTANT WEB PAGES

- www.taltech.ee Tallinn University of Technology

- www.taltech.ee/itt-eng School of Information Technologies

- http://Ois2.taltech.ee Study Information System

MEETINGS WITH PROGRAM MANAGERS

- IVCM, IVSB, YVEM students already had meeting with program managers

- Today (28.08):
- IVDM   16:30 ICT-507AB

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