



**TAL
TECH**

ACADEMIC REGULATIONS 2025/2026

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DIVISION OF SCHOOLS

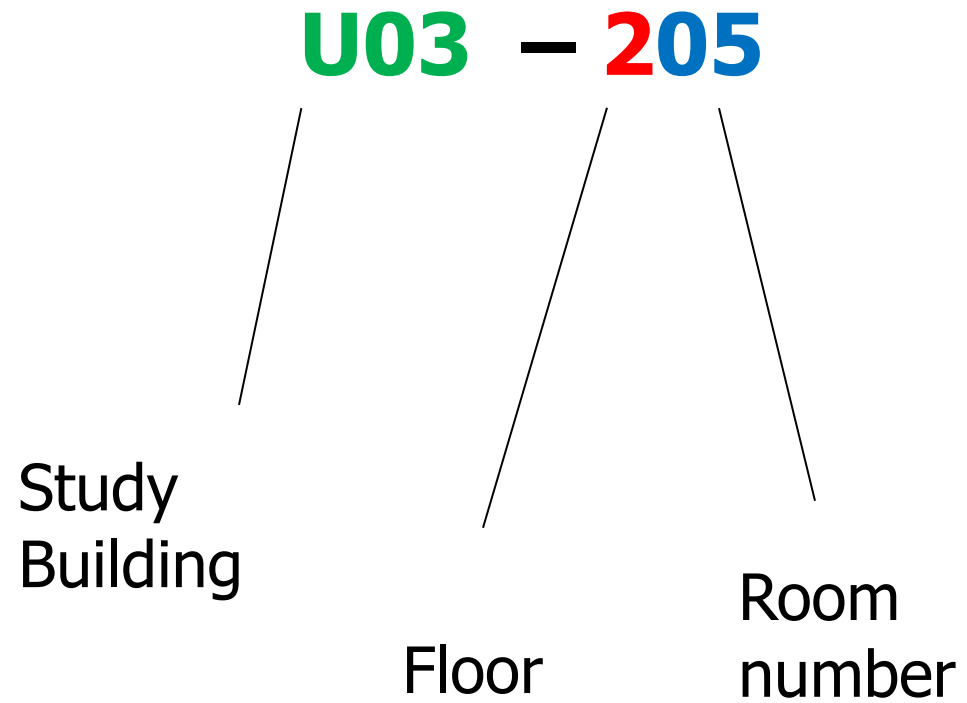
1. School of Business and Governance
2. School of Engineering
3. School of Information Technologies
4. School of Science
5. Estonian Maritime Academy (Kopli 101)

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	Piret Levertand	SOC-248
		Tiina Parve	SOC 246
School of Engineering	MVEB, MARM KVEM EAHM	Moonika Asu Helena Teemets Eva Jantra	U03-205 U03-206 KK1-106 (Tallinna 19, Kuressaare)
School of Information Technologies	IVSB, IVCM, IVDM, YVEM	Katri Kadakas, Küllike Näks, Kairi Põder	ICT-120 (Akadeemia tee 15A)
Estonian Maritime Academy	VAMM	Kairi Remmel-Lilleberg	MA1-223 (Kopli 101)

PROGRAMME ABBREVIATION IN ÕIS (ADMISSION 2025)

Bachelor:

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

PROGRAMME ABBREVIATIONS (ADMISSION 2025)

Master:

- International Business in the Digital Era **TVTM**
- Law **HAJM**
- Technology Governance and Sustainability **HAGM**
- Entrepreneurial Management **MAEM**
- Cybersecurity **IVCM**
- E-Governance Technologies and Services **IVDM**
- Digital Health **YVEM**
- Industrial Engineering and Management **MARM**
- Technology of Wood, Plastic and Textiles **KVEM**
- Marine Engineering **EAHM**
- Maritime Digital Solutions **VAMM**

STUDY INFORMATION SYSTEM (SIS, 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 251234IVCM
- **Visiting student**
John David 250123IV

ACCESS TO ÕIS

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)

NB! The university shall send messages and orders concerning studies via SIS. **The notices communicated via 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**

ACCESS TO ÕIS (STUDY INFORMATION SYSTEM)

1. Visit website ois2.taltech.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

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 1)

Numbers added to the programme abbreviation indicate following:

First number shows semester:

- IVCM11- first year Autumn semester (1st study semester)
 - IVCM21- first year Spring semester (2nd study semester)
 - IVCM31- second year Autumn semester (3rd study semester)
-
- Second number indicates the study group or specialisation (if program has 2 or more specialisations)

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

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 8th of September 2025**
- **PS! In some cases, a lecturer has a right to cancel the declaration made by student. In the Academic Calendar, 10th of September is a deadline for cancellation of students' declarations by the lecturer.**

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 submission deadline, turn to Dean's office immediately and they will help you with the declaration.

FREE CHOICE COURSES (SOME EXAMPLES)

Studying languages

- **Centre for Language and Communication**
 - Estonian Language and Culture HLE0050 (3 ects)
 - Estonian Language and Culture MLE0010 (6 ects)
- Additionally Centre of Language and Communication offers English based courses to learn German, Russian, Spanish
- 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

- 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 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! In the first semester of studies, a student must complete at least 15 ECTS credits from courses in his/her study programme, regardless of the chosen study load and any credits granted through APEL.**

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.

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.taltech.ee

ACADEMIC CALENDAR

- 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:

- Beginning of autumn semester September 1, 2025
- Declaration deadline 8 September, 2025
- End of classroom sessions 20 December 2025
- Autumn semester examinations deadline 21 January 2026
- End of autumn semester 25 January 2026

Spring semester

- Beginning of spring semester February 2, 2026

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 re-declare a course not completed only once
- A student has the right to improve the result of an exam on the basis of one declaration only once and only at the proposed exam dates.

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>

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
- ...



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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