

## Practical Information for New International Students of Faculty of Information Technology

**Curriculum:** workload 180 ECTS for Bachelor and 120 ECTS for Master, nominal duration of studies 3 years (BA) and 2 years (MA). The study programmes consist of modules. The modules are general, basic, core and speciality modules, free choice module and graduation thesis module. For graduating one should fulfil curriculum for studies (all modules should be fulfilled) and defend graduation thesis.

Modules consist of compulsory and optional courses. A compulsory subject is a subject to be passed to fulfil the curriculum. Optional (elective) subject is a subject chosen by the student from the electives in the curriculum.

**Specialities:** most IT master programs have 2-3 specialities; a student should choose one speciality and submit application in ÖIS (Study Information System) (Applications/submission of application/specialization). Before graduation all modules of the curriculum of one speciality should be filled.

Separate timetables are made for each speciality or study group.

**Student code:** personal identifier; matriculation number and curriculum symbols. Please remember your student code and use it in all course papers, e-mails etc.

**Study information system ÖIS:** ois2.ttu.ee

System where students can declare their study plans, view their study records, submit applications, (for academic leaves, for scholarships, etc.). Login to system by ID card or TRP card. If ID card has not received yet then the UNI-ID username and password can be get from the IT department, building SOC, room 129. Take an identification document with you, any ID with your photo will do.

ÖIS guide for foreign students: <https://ois2.ttu.ee/juhendid/ENG/index.html>

**Academic calendar:** available in ÖIS2 ([https://ois2.ttu.ee/uusois/uus\\_ois2.tud\\_leht](https://ois2.ttu.ee/uusois/uus_ois2.tud_leht)) check important dates and deadlines

Each academic year is divided into two semesters, autumn and spring semester. Contact learning in the autumn semester starts on Monday closest to 1<sup>st</sup> of September. First study week is always odd week.

**Study plan:** A student is required to compile an individual study plan for each semester of attendance in ÖIS by the deadline set in academic calendar. In case a student does not submit any declarations of subjects for the forthcoming semester, an empty study plan should be submitted.

A subject may be declared two times. The declarations of subjects are valid for one semester and at the end of the semester an exam should be passed. An examination can be taken two times for one declaration.

Before adding a subject to study plan one should check that the subject is in timetable of present semester.

Before adding language course to study plan, a student should go to first class to find out level of language and corresponding group and teacher. It is also possible to go to Language centre (SOC-463) to find out the group/teacher.

**Deadline for submitting study plan in ÖIS: September 10, 2018.**

### Study load:

- Nominal study load: 30 ects per semester according to the curriculum, i.e 100% fulfilment of curriculum. Nominal load is prerequisite when applying for performance scholarships
- Full study load: 45 ects per academic year cumulatively. Full study load is prerequisite for continuing free studies with tuition fee waiver scholarship, for extension of residence permit and for applying for specialty scholarship

- **Partial study load:** 30-44 ects per academic year, student must pay for the studies
- Studying below partial load: student will be deleted from the list of students
- More information: <https://www.ttu.ee/students/study-information-2/academic-information/definitions/>

NB! Transfers from earlier performances are not calculated into study load. Transferred continuing education courses are not calculated into study load.

NB! In the first semester of study a student shall declare and perform subjects in his/her curriculum in the amount of at least 15 ECTS credits.

NB! The subjects in his/her curriculum include also optional subjects from the free study module, but these exceeding the volume of the free study module prescribed in the curriculum are not calculated into study load.

Recalculation of study load takes place at the end of each academic year based on prior study results. Upon change of the study load, a student shall be transferred from full-time study to part-time study or vice versa.

### **Covering cost of tuition**

-Study as full-time student at TTÜ (matriculated from year 2017/2018) with nominal duration of studies, provided that student covers the cost of tuition if semester of participation in studies lack more than 6 ECTS credit points of the cumulative study load

-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

-A targeted scholarship (tuition fee waiver scholarship) releases a full-time student from payment of a tuition fee in the same way as in free Estonian-language studies unless otherwise laid down by law

-A student who loses the right to a targeted scholarship shall pay tuition fee for his or her studies according to the approved tuition fee rates starting from the semester he or she lost the right to the scholarship

**NB!** All international students should come to Dean's office to sign the contract (incl those with tuition fee waiver scholarship)

**Residence permit:** As soon as a TRP card is received, please go to Dean's office for the registration of the ID number.

**Scholarships** Students applying for a scholarship should submit an application in ÕIS twice a year (in September, in February)

-speciality scholarship

Requirements: Estonian citizenship or residence permit, full study load, nominal duration of study not exceeded, not on academic leave.

-performance scholarship.

Requirements: Estonian citizenship or residence permit, full study load, nominal duration of study not exceeded, not on academic leave; curriculum completed 100% (30 ects per semester), weighed average grade 4; available from 2<sup>nd</sup> study semester