**Tallinn University of Technology**

**EE TALLINN04**

>>> Kerti Sönmez <kerti.sonmez@ttu.ee> 20.4.2016 10:31 >>>

Dear Colleagues,

Greetings from Tallinn University of Technology (TUT).

The university is going through structural changes, therefore student mobility/credit mobility/exchange belongs to Office of Academic Affairs from 1st of April 2016.

There is no longer International Relations Office at TUT. Hereby I send new Fact Sheet.

We are waiting for nominations until 10th of May. Thank you for everybody who have sent the nominations already!
Please note that we can only accept the number of students agreed in the bilateral agreements.
Online application deadline for Autumn Semester or Academic year (**05.09.16-30.01.2017-17.06.2017**) is **15th of May.**
Please send the nomination, based on the bilateral agreement:
name of the student(s), e-mail address(es), the study semester(s), student’s major and study level with your contacts to kerti.sonmez@ttu.ee or incoming@ttu.ee

We are going to inform your students about admission procedure by e-mail, and inform you in case we can’t offer any courses in the major of your student.

We kindly ask your students to fill in the [online application](http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_application/) and attach all the required documents:

* Transcript of Records
* English Certificate at B2 level
* Copy of identification document
* CV (or motivation letter)
* Learning Agreement

For English speaking students we offer only courses in English. We do not offer officially individual projects, thesis or internships.
[The course lists](http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/courses-in-english/) for Autumn Semester 2016 will updated by now.

All the applicants will receive an informative e-mail after 15th of May concerning the [campus accommodation](http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_accommodation/).
We have limited amount of places in the Academic hostel at Autumn Semester. First come, first served.

Please check out, is our [grading system](http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/academic-issues/) acceptable for your university? Some courses have only passed/failed assessment.

If you have any questions, please feel free to ask or check our web page [www.ttu.ee/exchange](http://www.ttu.ee/exchange)

From last autumn, I have a very  nice colleague, who is helping me. Her name is Siyi Ma (siyi.ma@ttu.ee).

So, when you receive documents with her signatures, you know her already.

This e-mail was sent to everybody who have nominated students to TUT for Autumn Semesters 2015 and 2016.
If you are not responsible for this issue any more, I apologize and ask you to forward this e-mail.

Best regards,

Kerti Sönmez (Mrs)/  Kerti.sonmez@ttu.ee/ Incoming Exchange Coordinator

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[www.ttu.ee/exchange](http://www.ttu.ee/exchange)

Kerti Sönmez
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Palun sälitage kirjavahetus.