



UNIVERSITY^{OF}TARTU

CONGRATULATIONS! You have been nominated to participate in the Erasmus exchange programme by your home university.

UNIVERSITY OF TARTU	EE TARTU02
Homepage for incoming students:	http://www.ut.ee/en/welcome www.ut.ee/studies
Postal address:	International Student Service Ülikooli 18-134 Tartu 50090 Estonia
EUC Reference Number:	69935-EPP-1-2014-1-EE-EPPKA3-ECHE
Facebook:	www.facebook.com/tartuuniversity
Twitter:	http://twitter.com/tartuuniversity
Youtube:	http://www.youtube.com/tartuuniversity

CONTACT PERSONS

Senior Specialist for International Studies, Head of International Student Service	Ms. Ülle Tensing Tel: +(372) 737 5150 E-mail: Ulle.Tensing@ut.ee
International Student Coordinator – incoming Erasmus and visiting students	Ms Annika Kalda Tel: +(372) 737 6085 E-mail: annika.kalda@ut.ee , erasmusin@ut.ee
Erasmus Institutional Coordinator – outgoing Erasmus students	Ms. Jaanika Haljasmäe Tel: +(372) 737 5151 E-mail: Jaanika.Haljasmae@ut.ee , erasmus@ut.ee
Student Exchange Coordinator – incoming and outgoing exchange students	Ms. Kristina Hermann Tel: +(372) 737 6270 E-mail: Kristina.hermann@ut.ee
Traineeship Coordinator - outgoing and incoming trainees, incoming short-term students	Ms. Egle Rummel da Costa Tel: +(372) 737 6019 E-mail: egle.rummeldacosta@ut.ee
International Student Coordinator – full time students	Ms. Kaija Murasov / Ms. Piret Saluveer Tel: +(372) 737 5152 / +(372) 737 6031 E-mail: Kaija.Murasov@ut.ee / Piret.Saluveer@ut.ee
Departmental coordinators in the faculties (responsible for Erasmus agreements)	http://www.ut.ee/en/international/international-partners/erasmus-partners



APPLICATION

Application deadlines	Spring semester: extended deadline 15 November 2015 (application period 14 October – 16 November) Autumn semester: 15 May 2015 (application period 15 April – 16 May)
Link to application form	http://www.ut.ee/en/prospective-students/exchange-students
Required documents	<ol style="list-style-type: none">1. Online application form – after submitting the online application form, it must be printed out (PDF document) and signed by a student;2. Transcript of records issued by home university in English - (must bear an original seal and signature of an authorized official);3. Copy of valid identification document (non EU applicants – a copy of the passport page stating the applicant's personal particulars);4. Proof of English language skills (not applicable for native speakers and students of the universities where English is the language of instruction).5. Learning Agreement (LA) (only if required by your home university).
Additional information about required documents <ul style="list-style-type: none">➤ Proof of English language skills: Exchange students whose primary language is not English must meet level B2 requirements for English proficiency according to the Common European Framework of Reference for Languages. Please view these requirements here: European Levels - Self Assessment Grid. Documented evidence is needed to demonstrate student's English language proficiency. This could include an official letter from a language instructor at student's home university stating that student's English skills are sufficient to study abroad. If student has taken an international test of the English language (TOEFL, IELTS, etc.), please send us a copy of the test score. TOEFL iBT score must be at least 75; minimum IELTS score: 5.5 (no part can be below 5.5).➤ Learning Agreement (LA) When it is required by your home university to sign the LA before the exchange period starts, it must be submitted with other application documents by the application deadline. In this case, the LA will be sent back to you after you have been admitted officially. Please note that the LA, which will be submitted later, will be given back only at the beginning of the semester, once the students have arrived in Tartu.➤ LA (before the mobility part) are signed by the departmental coordinators at University of Tartu (UT).	



Please see **prefilled LA** in website indicated above or ask your home university's coordinator for the contact information of the right departmental coordinator at UT (list of coordinators: <http://www.ut.ee/en/international/international-partners/erasmus-partners>) Alternatively, you may leave the respective fields empty.

- By signing the students' LA, the UT can only guarantee that courses listed in the LA are offered by UT in the respective semester. We cannot guarantee that the students will eventually be able to choose the courses listed in their LA, because the courses' timetables may conflict and this scheduling conflict becomes evident at the time of registration, some courses have prerequisites and students do not always check if that is the case, the form of assessment (differentiated or non-differentiated) may not suit for the home university etc.

Students must submit their online application form and documents BOTH:

- 1) electronically and
- 2) regular post

- sign up for Dream Apply system and fill in the online application and upload all required documents
- Print out online application form, sign it
- Send signed application form together with required documents by regular post to:
International Student Service
Ülikooli 18-134
Tartu 50090, Estonia

Please note: application documents (hard copies) must arrive to the International Student Service by the deadlines indicated above.

If the complete set of documents is not sent by the required deadline, the university cannot process documents on time and the student's application may be rejected. The decision of admission will be made within 4 weeks after the application deadline.

ACADEMIC CALENDAR

Academic calendar	Autumn semester begins on 31.08.2015 and ends on 31.01.2016 . Spring semester begins on 08.02.2016 and ends on 26.06.2016
See the full academic calendar:	http://www.ut.ee/en/studies/practical/calendar
Orientation course	Spring semester: 3-5 February 2016 Autumn semester: a week before the beginning of a semester, TBA
Orientation course includes	<ul style="list-style-type: none"> - Meeting the representatives of the university and International Student Service; - Introduction to the university's study system;



	<ul style="list-style-type: none">- Tour of the university, the library and the town in general;- Meeting the tutors. http://www.ut.ee/en/welcome/orientation-course-international-students
More information about orientation course	
Recommended arrival dates	1-2 days before the orientation course starts

COURSES

List of courses (in English and in other languages)	http://www.ut.ee/en/courses-taught-english Please remember that UT has the right to cancel courses due to unforeseen circumstances and in case there are less students attending the course than anticipated. The minimum number of attendants is assigned for each course and is fixed in Study Information System.
Keep in mind! <ul style="list-style-type: none">➤ The UT requires the short-term international students to take at least 15 ECTS per semester. Your home institution might also have certain requirements regarding the courses you need to take or amount of credits you need to obtain!➤ While choosing courses, students need to pay attention to a course level and assessment method. Please note! The form of assessment cannot be changed: you cannot get a grade (A-F) for a pass/fail exam (=non-differentiated assessment) and vice versa. Make sure you know what your home university requirements are!➤ The listed levels show whom the course is targeted to. Still, some courses may be open for registration to the levels not specified. You can find out this after your arrival from the dean's office where the course belongs to.➤ You are free to select courses from different programmes and faculties in order to compile a study plan that best suits your needs. However, in order to be admitted to UT, we strongly encourage that at least 50 % of the courses to be completed at Tartu are related to the student's specialization back home. Changes can be made to the originally proposed study plan by filling in the form for the changes to original LA once student has arrived and fixed study plan.	
Student who are nominated to one of UT's regional colleges in Viljandi, Narva or Pärnu	Choose courses only from the college you will come, as the distance between Tartu and these colleges are considerable.
Questions related to courses	Dean's office where the course belongs to and departmental coordinators in the faculties (see the link above)



ACCOMMODATION

Application form for housing	http://ekyla.kyla.ee/valistaotlus.aspx Fill in the online application form after you have received an admission package!
Application deadlines for student housing	28 July (autumn semester) 20 December (spring semester)
Further information	http://campus.ee/residence-halls/?lang=en http://www.ut.ee/en/welcome/housing
Prices and deposit	The monthly rate for a place in a double room is approximately 120 EUR. The deposit is 100 EUR per place (will be refunded to students, unless there are some property damage caused and the deposit money is used to cover the cost of repair). Please have the deposit in cash to get a key to your room when arriving.
Student who are nominated to one of UT's regional colleges in Viljandi, Narva or Pärnu	will get information about accommodation procedure directly from the college coordinator
Please note! Housing in the dormitory is guaranteed only if student's application documents for studies at UT arrive to the International Student Service by indicated application deadlines.	

ESTONIAN INTENSIVE LANGUAGE COURSES (ESTLIC)

ESTLIC for spring semester will take place	11 January – 29 January, 2016
Application form	http://www.maailmakeeled.ut.ee/en/estonian-intensive-language-courses-estilc
Application deadline	18 November, 2015
Contact person	Ms. Kätlin Lehist: katlin.lehiste@ut.ee

RESIDENCE PERMIT

EU citizens (including European Economic Area and Swiss Confederation)	EU citizens are allowed to stay in Estonia on the basis of a valid travel document or identity card for the period of up to 3 months. As international students normally stay longer,
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	then they must register themselves as citizens of Tartu. That can be done in the Population Register Office in Tartu. Please see on web: http://www.ut.ee/en/admissions/eu-citizens-right-residence
Non-EU citizens	Along with the admission package, students will receive information as how to apply for the Estonian temporary residence permit for study or for the long-term (D) visa.
Further information is available at:	http://www.ut.ee/en/welcome/eunon-eu-visas-and-residency

PRACTICAL INFORMATION

Cost of living	One needs approximately a minimum of 250-300 EUR per month in order to cover basic expenses in addition to housing costs.
Further information	http://www.ut.ee/en/welcome/cost-living
More practical information	http://www.ut.ee/en/welcome/international-students
Study-related information	http://www.ut.ee/en/prospective-students/study-related-information
Information about Tartu	www.tartu.ee