

Administrative information



- Feedback
 - **First-year students:**
<https://docs.google.com/forms/d/e/1FAIpQLSeP1RJEa-pavcgvyUUAT31n5EYygRJD06jW4qZHXbYRA4q5uA/viewform>
 - **Second-year students:**
<https://docs.google.com/forms/d/e/1FAIpQLSf0PiU8i53QXySgBtJOxEUqab4YSTo18nRpTtNIIXPUZEvYIQ/viewform>
 - Deadline: **February 9, 2020**
- **First-year students**
 - prolongation of your Estonian bank account
 - access and terms for using abroad!
 - Erasmus+ mobility scholarship transferred to Estonian account
- **Second-year students** – keep us updated on your thesis progress:
<https://docs.google.com/spreadsheets/d/19D-7bXr0ki9FyB-qjZN3DKevc3GRyCgQ0nw3pIE-qgg/edit#gid=1338302681>
 - **supervisors** → name and institution

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Administrative information – transfer to second year



- Information packages will be sent during the Spring semester
 - please make sure that you have a working e-mail address in SIS
- **Arrival dates (not confirmed)**
 - AAU: during August 24-28, 2020
 - UU: August 21-23, 2020
 - UCBL: September 1, 2020
- Anu will send your first-year transcripts to your second-year universities
 - in the **end of August** – internship needs to be completed
 - keep us updated on the internship status!

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Erasmus+ student exchange for studies



- <https://www.ut.ee/en/studies/studyabroad/erasmus/erasmus-student-exchange>
- Application period opens in February, deadline: middle of March
 - Erasmus student exchange application;
 - letter of motivation;
 - transcript of records – ask Anu;
 - certificate indicating command of the language of instruction at the partner university
- Submit hard copies to Anu (EACH mailbox and notify Anu)
- Number and amount of scholarships:

University	AAU	UCBL	UU
Exchange places	4	5	2
Scholarship amount (last year)	~500 EUR/month (up to 12 months)	~500 EUR/month (up to 12 months)	~520 EUR/month (up to 12 months)

- *If you have the needs based scholarship for Spring semester then there will be additional scholarship (200 EUR)*

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Administrative information – diplomas



- Issued after UT receives your final transcripts from second-year university
 - sending the transcripts is managed by the administrative coordinators at the second-year universities
 - **takes time**
- Retrieving your final documents from UT:
 1. graduation ceremony in the middle of June next year
 2. graduation office at UT – during work days from 9-17
 3. by tracked post
 - statement necessary
- Anu will send an information e-mail after the defence

! If you have not received any information within one month after receiving your final transcript, contact Anu (anu.teearu@ut.ee)

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Lyon 1



If any questions, problems arise –
please let us know!

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