

**TAL  
TECH**

# **DOCTORAL STUDIES IN SCHOOL OF IT (STUDY SYSTEM AND REGULATIONS)**

Katri Kadakas  
Student Counsellor  
Tallinn University of Technology

04.09.19

# IT DOCTORAL PROGRAMS (ENGLISH)

- **Information and Communication Technology IAQD**
- Head of Program Maarja Kruusmaa

# PROGRAM

- Programs in TUT are subject based and have modular structure.
- Modules of programs:
  - General studies
  - Core studies
  - Special studies (compulsory and elective course module)
  - Free choice courses (0 ECTS)
  - Doctoral thesis

# PROGRAM

- Every module in every program has its own specified amount of ECTS's, which have to be passed
- Overfilling one study module doesn't compensate another one

# ACADEMIC CALENDAR

- Compiled for every academic year
- Academic year consists of two semesters (autumn and spring semester)
- One semester consists of 16 weeks of learning and 3-week-examination session
- Week starting with September 2 (i.e last week) was the 1st week
- Important dates at the beginning of autumn semester 2019:
  - September 2 - start of semester
  - September 9 - study plan submission
  - September 16 – end of academic movements
  - **September 23 – deadline for submission of an action plan for PdD students**

# STUDY INFORMATION SYSTEM ÕIS

- Ois2.ttu.ee
- Log in: using ID (TRP) card or username and password (ask from SOC-129 or ICT-410 UNI-ID password)
- After the first login in to OIS check/correct your personal data and
- Input your Estonian bank account
- Keep the data updated

# ACTION PLAN

- The action plan can be found in ÕIS under the link „Performances”
- Before adding action plan input following:
  - graduation thesis title in Estonian and in English;
  - the CERCS classificatory for research fields and specialities (please consult with your supervisor!);
  - the annotation of the graduation thesis.
- In the annotation you should describe the planned research topic, objectives and expected results.
- In Action plan describe activities planned for academic year
- Action plan should be made at the beginning of each academic year

# STUDY PLAN

- A doctoral student has to submit a study plan if taking subjects during current semester
- Study plan includes subjects which student commits to study in the current semester
- If you want to take a course but cannot add it to your study plan, please consult with your supervisor



# STUDY PLAN

- Study plan is created in Study Information System, [ois2.ttu.ee](http://ois2.ttu.ee)
- Study plan must be submitted (declared) before the given date in academic calendar
  - Current semester – **9th of September 2019**
- Subjects which are not part of the student's curriculum will be transferred to Free choice studies module.

# TIMETABLE

- Available in Study Information System
- Under Doctoral Studies button in Timetable
- Pay attention to weeks when reading the timetable (column Duration in timetable)
- Pay attention to odd and even weeks

# SUBJECTS AND EXAMS

- You can take exams only in the end of the current semester
- The declared subjects are valid for one semester only
- You can take exams 2 times during valid declaration
- A student can declare a subject two times

# STUDENT CODE

- Students personal identifier
- You can find it if you log in to Study Information System
- Consists of matriculation number and curriculum symbol  
**190123IAQD**
- Besides writing your name on every document (application, exam, homework, e-mail etc.) always write your student code also
- Remember your student code

# STUDY LOAD

- Based on study load student can be:
  - Studying on full study load
  - Studying on partial study load (payable studies)
- Study load for next term is decided during attestation

# NOMINAL DURATION AND STUDY LOAD

- Nominal duration for doctoral studies is 4 years
- In full-time studies a PhD student is required to accumulate, by the end of each academic year, at least 75% of the of the study load subject to completion under the doctoral curriculum.
- In part-time studies a PhD student is required to accumulate, by the end of each academic year, at least 50% but less that 75% of the of the study load subject to completion under the doctoral curriculum

# ATTESTATION OF PHD STUDENTS

- Attestation is the assessment of the PhD student's academic progress in studies and scientific research by the attestation committee.
- Extraordinary attestation of a PhD student may be conducted at the date laid down by the dean on the basis of a reasoned proposal of the student's supervisor or the programme director or on the basis of the decision of the attestation committee. A PhD student is obliged to participate at his or her extraordinary attestation.
- The committee shall assess completion of a doctoral study programme cumulatively as percentage

# DOCTORAL ALLOWANCE

- Every doctoral student on the state financed study place will also automatically assigned for doctoral allowance (the amount is 660 eur per month). According to regulations the main conditions to be eligible for state doctoral allowance are:
  - enrolment with full study load
  - the valid residence permit/right of residence
  - to have a local bank account in Estonia



# ACADEMIC LEAVE

- Upon personal request:
  - up to 2 semesters on each degree of studies (Bachelor, Master, Ph.D.)
  - from second semester
  - apply in OIS at the beginning of the semester, deadline in academic calendar
  - do not have to take two semesters consecutively
  - While on academic leave, students do not have the right to fulfill the curriculum, including submitting study plan, taking exams, to receive scholarship and allowance payments etc.
  - Foreign students lose their residence permit

# ACADEMIC LEAVE

- **Health reasons**
  - According to a medical certificate for up to 4 semesters all together
  - Before end of quarter for 1-2 semesters
  - After end of quarter for no less than 2 semesters
- **Taking care of a child**
  - According to a birth certificate until the child is 3 years old
  - Can be taken anytime
- **Military service**
  - For up to 2 semesters upon notice from defense forces

# EXMATRICULATION

- A student shall be exmatriculated for the following reasons:
- 1) upon completion of the curriculum and granting a diploma to a student;
- 2) upon a student's personal request on the basis of his or her application;
- 3) due to inadequate academic performance
  - Was not attested with positive grade in doctoral studies;
- 4) due to non-attendance
  - Is a PhD student and has failed to submit the action plan by the deadline in the first semester of attendance of studies;
- 5) due to contemptible conduct;
- 6) due to failure to pay the tuition fee;
- 7) in case of closing of the curriculum;
- 8) upon death of the student

## DEAN'S OFFICE, ICT-120, I@TALTECH.EE

- Advising on studies: both students and faculty
- Confirmation letters on student status
- Study results
- Study load
- Scholarships
- Fulfilment of curriculum
- Academic leave
- Study contracts, invoices
- Study Information System ŐIS
- Other concerns

# IMPORTANT WEB PAGES

- [www.ttu.ee](http://www.ttu.ee) Tallinn University of Technology
- [www.ttu.ee/itt-eng](http://www.ttu.ee/itt-eng) School of Information Technologies
- <http://Ois2.ttu.ee> Study Information System
-

**TAL  
TECH**

**TALLINN UNIVERSITY OF TECHNOLOGY**

[taltech.ee/en](https://taltech.ee/en)