

Erasmus+ Staff Training Week 2019

Administrative and Support Services offered at TalTech University

Preliminary Agenda

May 6–9, 2019



Staff Training Week team of TalTech University

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TAL TECH

Monday, May 6th

12.30 *Gathering in the city centre*

13.00–13.15 Registration

13.15–13.30 Welcome Speech and opening of TalTech University Staff Training Week

13.30–15.00 Introduction to Estonian language

15.15–15.45 Introduction to Estonian folk dance

16.30– Tallinn city tour

18.30 Welcome dinner

Tuesday, May 7th

09.45 *Gathering at TalTech*

10.00–10.30 Campus tour: visit of different academic and administrative units of Taltech

10.30–11.00 Services offered by TalTech Library

11.00–11.15 *Coffee break*

11.15–12.45 Introduction of each participant

12.45–13.45 *Lunch at your own expense*

14.00–15.00 Tour of TalTech Innovation and Business Centre Mektory

15.00–15.15 A place where children get to have a first sneak peek of the University—
Taltech Mektory School of Technology.

15.15–15.30 *Coffee break*


15.30–17.30 A place where children get to have a first sneak peek of the University—
Taltech Mektory School of Technology. Discussion of best practices.
Workshop.

Evening Free time

Wednesday, May 8th

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- 09.45** *Gathering at TalTech*
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- 10.00–10.30** *A step closer to the University— Cooperation with Schools*
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- 10.30–11.00** *Preparatory courses for secondary school students.*
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- 11.00–11.30** *Taltech admission— Entry requirements. Admission Information System (SAIS)*
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- 11.30–11.45** *Coffee break*
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- 11.45–12.15** *International Recruitment and Admission*
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- 12.15–12.30** *Opportunities and services for students. International mobility and international relations.*
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- 12.30–13.30** *Lunch at your own expense*
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- 13.30–13.45** *While studying at TalTech— Student Counseling Office*
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- 13.45–14.15** *The Student Union of TalTech University*
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- 14.15–15.15** *Coffee and Round-up session*
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- 15.45–17.00** *Cultural activities,
Seaplane Harbour (Estonian Maritime Museum)*
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- Evening** *Free time*
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Thursday, May 9th

- 9.45** *Gathering in the city centre*
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- 10.30–12.30** Tour and introduction of TalTech Estonian Maritime Academy
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- 13.00–14.00** Lunch *at your own expense*
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- 14.00–14.30** Improving the quality of e-supported learning for university's subjects
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- 14.30–15.00** Tallinn University of Technology  TalTech University
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- 15.00- 15.30** Though students leave TTÜ after graduation, TalTech does not leave them. Opportunities and services for alumni to take part in our alumni movement. TTÜ 100th anniversary.
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- 15.30–16.30** Round-up with farewell cake
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Kindly note, the programme is subject to change.