



## Registering for sitting a final exam / defending final thesis

Permission for the defence of a final thesis or sitting for a final exam is granted if a student has completed the entire study programme; also, the student cannot have any unpaid tuition fees. The academic calendar sets the period of sitting final exams and defending final theses. Based on that period, the academic unit announces deadlines to register for sitting the final exam and defending the final thesis. The topic is regulated in detail in Chapter 6 of TU Study Regulations.

### Bachelor's degree

Students of 1st level of studies (Bachelor's studies and professional higher education) who defend a thesis as their final evaluation of the studies declare the topic of their final thesis in ÕIS.

1. Go to menu: MY STUDY INFORMATION > Declaration of graduation thesis topic.
2. The system displays the form for declaring the topic of the thesis:

<b>GENERAL INFO</b>  <b>MY STUDY INFORMATION</b>  <a href="#">My study plan</a>  <a href="#">My timetable</a>  <a href="#">Pre-registration</a>  <a href="#">My exams / assessments</a>  <a href="#">Student performance records</a>  <a href="#">My interim assessment results</a>  <a href="#">Declaration of graduation thesis topic</a>  <b>DOCUMENTS</b>	Code of graduation thesis *	RAS6600
	Topic of graduation thesis in Estonian *	Alaalistele õigusrikkujate rehabilitatsiooniprogramm: meeskonna valmisolek muutusteks
	Topic of graduation thesis in English *	Rehabilitation Program for Juvenile Offenders: Team's Preparedness for Changes
	Supervisor's name *	Merli Laurson
	Co-supervisor's name	first name    family name
	status	Entered
	<input type="button" value="Save"/> <input type="button" value="Reset"/>	

## 3. Fill in the form:

- Code of graduation thesis – the system displays the code provided in the study programme.
- Topic of the graduation thesis in Estonian – enter the title of the thesis in Estonian. Make sure there are no mistakes in the title for this is how it is going to show on the academic transcript. Do not put the title between quotation marks nor a full stop at the end of the title.
- Topic of the graduation thesis in English – enter the title of the thesis in English following the rules of writing titles in English.
- Supervisor's and co-supervisor's name – the system displays the name of the supervisor, previously confirmed by the academic unit. It is possible to add a co-supervisor's name if there officially was one.

## 4. Click on „Save“

***Final exam (Bachelor's studies)***

*Students of 1st level of studies (Bachelor's studies and professional higher education) who have a final exam as their final evaluation of the studies submit the application in ÕIS. The final exam is added to the student's study plan by the academic unit.*

- Go to menu: DOCUMENTS > Applications
- Find „Other type of application“ from the list and click on the link „Apply“ at the end of the row.

**GENERAL INFO**

**MY STUDY INFORMATION**

**DOCUMENTS**

Invoices and contracts

**Applications**

Ranking lists

Application form for Open Academy

My applications:

Search:  Type of application:

Submit new:

**!** You cannot submit the application for academic leave upon your own request for one of the following reasons:  
- application submission period is/was 08.08.2016 till 30.11.2016

Academic leave	<a href="#">Apply</a>
Change of study form	<a href="#">Apply</a>
Change of study programme	<a href="#">Apply</a>
Dismissal of own accord	<a href="#">Apply</a>
<b>Other type of application</b>	<b><a href="#">Apply</a></b>
Specialization	<a href="#">Apply</a>

## 3. The application form opens up:

<b>GENERAL INFO</b>  <b>MY STUDY INFORMATION</b>  <b>DOCUMENTS</b>  <i>Invoices and contracts</i>  <i>Applications</i>	type of application	other type of application
	to whom	School of Digital Technologies
	title *	Final exam
	content *	I wish to take the final exam this semester.
	Attach file(s)	
<input type="button" value="Save"/> <input type="button" value="Back"/>		

4. Fill in the form:
  - a. Title – type in the title of your request (e.g. „Registering for the final exam“)
  - b. Content – type in your request (e.g. „I wish to take the final exam this semester.“)
5. Click on „Save“



### ***Master's thesis***

*Students of 2nd level of studies (Master's studies) who defend a thesis as their final evaluation of the studies declare the topic of their final thesis in ÖIS.*

1. Go to menu: DOCUMENTS > Applications
2. Find the form „Defence of graduation thesis“ from the list and click on the link „Apply“ at the end of the row.

<b>GENERAL INFO</b>  <b>MY STUDY INFORMATION</b>  <b>DOCUMENTS</b>  <i>Invoices and contracts</i>  <i>Applications</i>  <i>Ranking lists</i>  <i>Application form for Open Academy</i>	<b>My applications:</b>										
	<input type="text"/> <input type="text" value="Type of application"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="search"/>										
	<b>Submit new:</b>										
	<p><b>!</b> You cannot submit the application for academic leave upon your own request for one of the following reasons:          - application submission period is/was 08.08.2016 till 30.11.2016</p>										
	<table border="1"> <tr> <td>Academic leave</td> <td><a href="#">Apply</a></td> </tr> <tr> <td>Change of study form</td> <td><a href="#">Apply</a></td> </tr> <tr> <td>Change of study programme</td> <td><a href="#">Apply</a></td> </tr> <tr> <td><b>Defence of graduation thesis</b></td> <td><a href="#">Apply</a></td> </tr> <tr> <td>Dismissal of own accord</td> <td><a href="#">Apply</a></td> </tr> </table>		Academic leave	<a href="#">Apply</a>	Change of study form	<a href="#">Apply</a>	Change of study programme	<a href="#">Apply</a>	<b>Defence of graduation thesis</b>	<a href="#">Apply</a>	Dismissal of own accord
Academic leave	<a href="#">Apply</a>										
Change of study form	<a href="#">Apply</a>										
Change of study programme	<a href="#">Apply</a>										
<b>Defence of graduation thesis</b>	<a href="#">Apply</a>										
Dismissal of own accord	<a href="#">Apply</a>										

3. The application form opens up:

<b>GENERAL INFO</b>  <b>MY STUDY INFORMATION</b>  <b>DOCUMENTS</b>  <i>Invoices and contracts</i>  <i>Applications</i>  <i>Ranking lists</i>  <i>Application form for Open Academy</i>     <a href="#">LINKEDIN</a>	type of application	defence of graduation thesis
	to whom	School of Educational Sciences
	study programme	KAANM/15.HR - Adult Education
	code of graduation thesis *	KAN7034
	topic of graduation thesis in Estonian *	Ametühinoid käsitlevad diskursused ja nende diskursuste roll kollektiivsete töösuhete süsteemi kujundamise juures Eesti näitel
	topic of graduation thesis in English *	Discourses on Trade Unions and Their Implications for Industrial Relations System - the Case of Estonia
	degree applied for *	Master of Arts in Education (MA)
	supervisor name *	Merli Laurson, FK - Baltic Film, Media, Arts and Commun
	co-supervisor's name	first name <input type="text"/> surname <input type="text"/>
	Attach file(s)	
	<input type="button" value="Save"/> <input type="button" value="Back"/>	

4. Fill in the form:

- Code of graduation thesis – the system displays the code provided in the study programme, there is no need for the student to change it.
- Topic of the graduation thesis in Estonian – enter the title of the thesis in Estonian. Make sure there are no mistakes in the title for this is how it is going to show on the academic transcript. Do not put the title between quotation marks nor a full stop at the end of the title.
- Topic of the graduation thesis in English – enter the title of the thesis in English following the rules of writing titles in English.
- Degree applied for – select the degree from drop down menu. Normally there is just one option available.
- Supervisor's name – type in the name of your thesis supervisor. The system displays the names of supervisors in the drop down menu. Pick the appropriate choice.
- Co-supervisor's name – type in the name of co-supervisor if there officially was one.

5. Click on „Save“.

### ***Final exam (Master's studies)***

*Students of 2nd level of studies (Master's studies) who have a final exam as their final evaluation of the studies submit an application in ÕIS. The final exam is added to the student's study plan by the academic unit.*

- Go to menu: DOCUMENTS > Applications
- Find „Other type of application“ from the list and click on link „Appy“ at the end of the row.

GENERAL INFO  
MY STUDY INFORMATION  
DOCUMENTS  
Invoices and contracts  
Applications  
Ranking lists  
Application form for Open Academy

My applications:

Submit new:

**!** You cannot submit the application for academic leave upon your own request for one of the following reasons:  
- application submission period is/was 08.08.2016 till 30.11.2016

Academic leave	<a href="#">Apply</a>
Change of study form	<a href="#">Apply</a>
Change of study programme	<a href="#">Apply</a>
Dismissal of own accord	<a href="#">Apply</a>
Other type of application	<a href="#">Apply</a>
Specialization	<a href="#">Apply</a>

3. The application form opens up:

GENERAL INFO  
MY STUDY INFORMATION  
DOCUMENTS  
Invoices and contracts  
Applications

type of application	other type of application
to whom	School of Digital Technologies
title *	Final exam
content *	I wish to take the final exam this semester.

Attach file(s)

4. Fill in the form:

- Title – type in the title of your request (e.g. „Registering for the final exam“)
- Content – type in your request (e.g. „I wish to take the final exam this semester.“)

5. Click on „Save“

## Doctoral thesis

Doctoral students pursuing a doctoral degree have to submit the application for defending the doctoral thesis in ÖIS.

- Go to menu: DOCUMENTS > Applications
- Find „Defence of graduation thesis“ from the list and click on link „Apply“ at the end of the row.

GENERAL INFO  
MY STUDY INFORMATION  
DOCUMENTS  
Invoices and contracts  
Applications  
Ranking lists  
Application form for Open Academy




My applications:

Submit new:

**You cannot submit the application for academic leave upon your own request for one of the following reasons:**  
- application submission period is/was 08.08.2016 till 30.11.2016

Academic leave	<a href="#">Apply</a>
Change of study form	<a href="#">Apply</a>
Change of study programme	<a href="#">Apply</a>
Defence of graduation thesis	<a href="#">Apply</a>
Dismissal of own accord	<a href="#">Apply</a>

### 3. The application form opens up:

GENERAL INFO  
MY STUDY INFORMATION  
DOCUMENTS  
Invoices and contracts  
Applications  
Ranking lists  
Application form for Open Academy  



LINKEDIN

type of application	defence of graduation thesis
to whom	School of Digital Technologies
study programme	IFITD/15.DT - Information Society Technologies
code of graduation thesis *	IFI8105
topic of graduation thesis in Estonian *	Ametühinguid käsitlevad diskursused ja nende diskursuste roll kollektiivsete töösuhete süsteemi kujundamises juures Eesti näitel
topic of graduation thesis in English *	Discourses on Trade Unions and Their Implications for Industrial Relations System - the Case of Estonia
degree applied for *	Doctor of Philosophy (PhD)
supervisor name	Merli Laurson, FK - Baltic Film, Media, Arts and Communication School
name of 1st co-supervisor	
name of 2nd co-supervisor	
Attach file(s)	

### 4. Fill in the form:

- Code of graduation thesis – the system displays the code provided in the study programme, there is no need for the student to change it.
- Topic of the graduation thesis in Estonian – enter the title of the thesis in Estonian. Make sure there are no mistakes in the title for this is how it is going to show on the academic transcript. Do not put the title between quotation marks nor a full stop at the end of the title.
- Topic of the graduation thesis in English – enter the title of the thesis in English following the rules of writing titles in English.
- Degree applied for – select the degree from drop down menu. Normally there is just one option available.

- e. Supervisor's and co-supervisor's name – the system displays the names of the supervisor and co-supervisors that have been previously confirmed by the academic unit.
5. Click on „Save“