



TALLINN UNIVERSITY

WELCOME GUIDE FOR INTERNATIONAL STAFF

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DEAR COLLEAGUE,

I'm happy that you have chosen Tallinn University as your workplace.

You have joined a university that seeks to be innovative, academically enriching for its members, valued in Estonia and an internationally recognised centre of education and science. Universities are international in essence, and the results of our work are assessed in an international comparison. The contribution of each employee is of utmost importance in making the education we offer excellent and inspiring. Tallinn University wishes to be an attractive and trustworthy employer. Your observations and proposals regarding better organisation of the university life are always welcome.

An important component of a satisfying job is the environment where we live and work. Estonia is considered to be a dynamically developing small country with clean nature and a peaceful and well-functioning living environment. One of our success stories is a recognized position in the cyberspace and broad availability of e-services. In Tallinn, medieval and

modern buildings stand side by side, there are many high level cultural events available, good places to relax, friendly people who speak many foreign languages. The campus of Tallinn University is structured in a compact way which makes working comfortable. The university offers good learning and development opportunities as well as good access to sports and culture.

I hope that the following information will help you to navigate in our big and international establishment. I also hope that your induction into university life will be smooth and we could mutually benefit from your new employment relationship.

I wish you a satisfying job, supportive and inspirational colleagues, and success in your career in Tallinn University.

Professor Tõnu Viik
Rector



Professor Tõnu Viik

ABOUT THE ORGANISATION

Tallinn University is the largest university of humanities in Tallinn and the third biggest public university in Estonia.

Wishing to contribute more to the society, we aim to become the promoter of intelligent lifestyle in Estonia. We believe in research-based decisions in order to improve the society in general and the well-being of all citizens.

In the past ten years, Tallinn University has merged a number of study and research institutions. This has significantly widened the scope of the responsibility the university holds, starting from teacher education and ending with choreography. Our five interdisciplinary focus fields are

- educational innovation,
- digital and media culture,
- cultural competences,
- healthy and sustainable lifestyle,
- society, and open governance.

The structure of Tallinn University includes six schools, one college, five centres of excellence, the Academic Library and 14 support units.

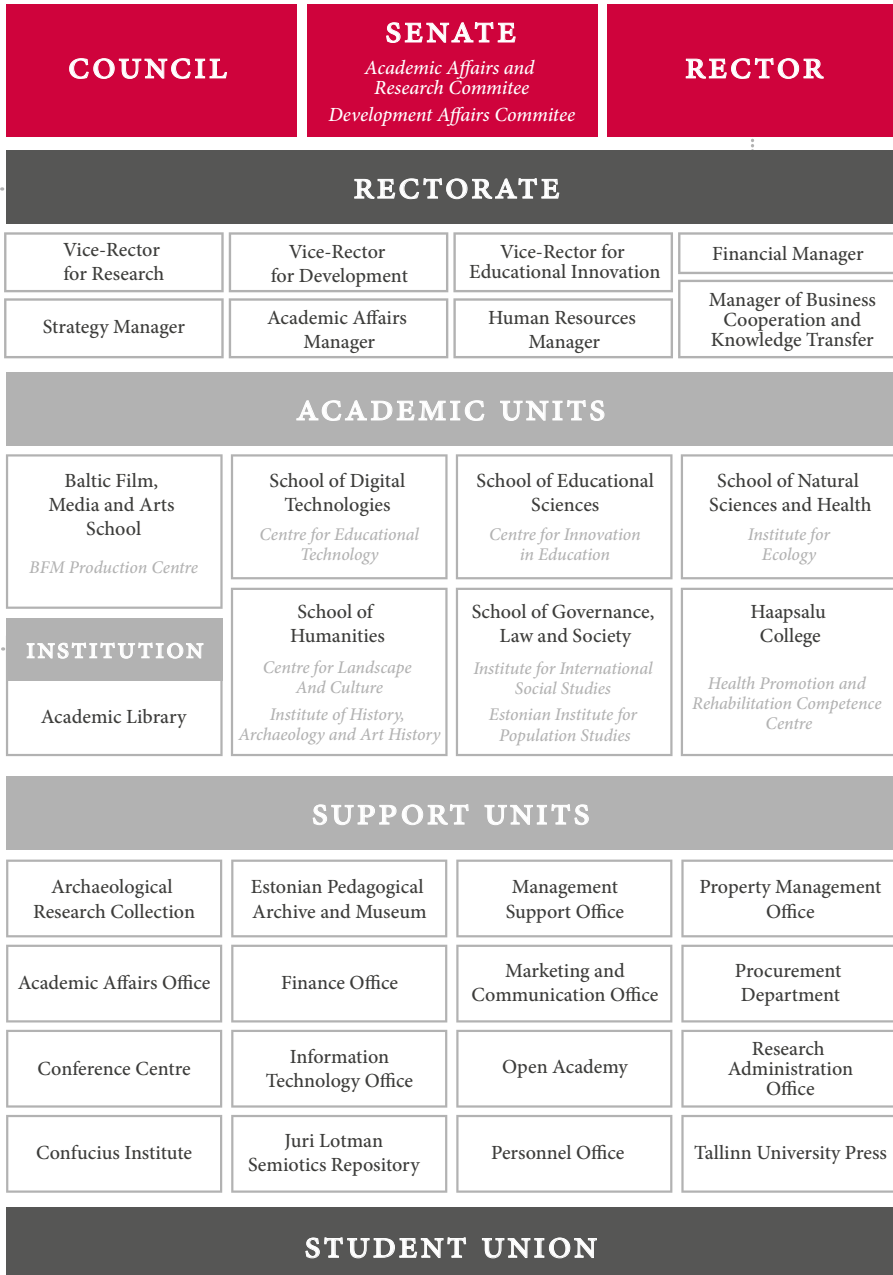
The university is managed by the Council, the Senate and the Rector in accordance with the Tallinn University Act, the Tallinn

University Statutes and other documents regulating the university's operations. The authorities of an academic unit are a council and the head of the academic unit.

The vision of the university is to be innovative, academically enriching for its members, a centre of science and education that is valued in Estonia and recognized internationally. In order to realise this vision, university members have agreed on priorities and presumptions described in [Tallinn University Development Plan](#).

Taking into account the continuing internationalisation of higher education, one of the priorities of the university is to connect the international dimension with all fields of activities. Everyone can participate in and contribute to the internationalisation process. Please familiarize yourself also with [an overview](#) of the scope and possibilities of the university's international co-operation. In addition, Tallinn University's international cooperation is reflected in the web application [partnersmap.tlu.ee](#).

THE STRUCTURE OF TALLINN UNIVERSITY



CONTACTS OF ACADEMIC UNITS

NB! +372 is the Estonian country code and need not to be dialled for domestic calls.

Baltic Film, Media and Arts School (BFM)	Narva mnt 27, 10120 Tallinn	(+372) 619 9900	bfm@tlu.ee
BFM Production Centre	Narva mnt 27, 10120 Tallinn	(+372)5390 9495	
School of Digital Technologies (DT)	Narva mnt 29, 10120 Tallinn	(+372) 640 9421	dti@tlu.ee
Centre for Educational Technology	Narva mnt 29, 10120 Tallinn	(+372) 640 9355	htk@tlu.ee
School of Educational Sciences (EDU)	Uus-Sadama 5, 10120 Tallinn	(+372) 619 9700	hti@tlu.ee
Centre for Innovation in Education	Narva mnt 25, 10120 Tallinn	(+372) 619 9859	hik@tlu.ee
School of Governance, Law and Society (SOGOLAS)	Uus-Sadama 5, 10120 Tallinn	(+372) 640 9451	yti@tlu.ee
Institute for International Social Studies	Uus-Sadama 5, 10120 Tallinn	(+372) 619 9860	rasi@tlu.ee
Estonian Institute for Population Studies	Uus-Sadama 5, 10120 Tallinn	(+372) 645 4125	ekdk@tlu.ee
School of Humanities (HUM)	Narva mnt 29, 10120 Tallinn	(+372) 640 9126	hum@tlu.ee
Centre for Landscape and Culture (MKK)	Uus-Sadama 5, 10120 Tallinn	(+372) 619 9535	mkk@tlu.ee
Institute of History, Archaeology and Art History (AAK)	Uus-Sadama 5, 10120 Tallinn	(+372) 619 9535	tyhialugu@tlu.ee
School of Natural Sciences and Health (NHS)	Narva mnt 29, 10120 Tallinn Räägu 49, 11311 Tallinn	(+372) 640 9401 (+372) 639 1757	lti@tlu.ee lti@tlu.ee
Institute of Ecology	Uus-Sadama 5, 10120 Tallinn	(+372) 619 9800	eco@tlu.ee
Haapsalu College (HC)	Lihula mnt 12, 90507 Haapsalu	(+372) 472 0240	kolledz@hk.tlu.ee



STUDY

Tallinn University offers internationally recognised degree programmes from the Bachelor's to the doctoral level, taught in a creative and interdisciplinary atmosphere. Around 7000 students, including nearly 850 foreign students, are enrolled in Tallinn University's Bachelor's, Master's and doctoral study programmes. Approximately 15,000 people also participate in further education and Open University studies each year.

Both differentiated and non-differentiated assessment of learning outcomes are used

in Tallinn University. Assessment is based on the level of the achieved learning outcomes. Learning outcomes are the knowledge, skills and attitudes or combinations thereof (competences) obtained as a result of studying.

The Academic Year is divided into two semesters: Autumn Semester and Spring Semester. Semesters are divided into two study periods. Please see the academic calendar [here](#).



RESEARCH

Research work at Tallinn University is carried out in six schools and one college. There are nine centres at the schools, five centres of excellence and various research groups. Read more about [them](#).

The efficiency of the research work of a school is the responsibility of a director; the [research coordinator](#) helps to tackle the administrative side of research. We recommend contacting the research coordinator with all basic questions that concern the acquisition of research information, project applications, implementation or reporting.

University-wide support concerning the organisation of research work and issues of national funding is offered by the **Division of Research Management of the Research Administration Office** (teaduskorraldus@tlu.ee, tel. 640 9147). **Division of Project Administration** (projektid@tlu.ee, tel. 640 9148) provides

support regarding the funding information, preparation of international project applications and implementation of projects. In addition to the Research Administration Office, help is provided by the Finance Office, Personnel Office, Marketing and Communication Office, Open University and other support units within their respective competencies.

All research projects (applications and contracts) are registered in the university document management system Web-Desktop. Project applications and project agreements are registered pursuant to the procedures for the application for and implementation of projects and services

by the [applicant](#). For help, please contact a staff member at the university Research Administration Office or a research coordinator of a school. Signing of documents and other document-related administration activity is usually carried out in the electronic environment WebDesktop.

Every research employee and doctoral student of Tallinn University should have an account for using the [web environment](#) of Estonian Research Portal (ETIS). ETIS is an information database on research and development institutions, researchers, publications, research projects and the results of different research activities. In order to create a user account and to enter publications, please contact the ETIS-specialist of the Research Administration Office, tel. 640 9245 and 640 9249.

The Research Administration Office uses various channels for disseminating research information. In the [research]-list, general information on research is provided, in the [project managers]-list, information on funding opportunities, training opportunities and other matters related to project work can be found. For joining the lists, please send an email to tao@tlu.ee. A lot of research information and news is published in the university intranet where one can find more information for English-speaking users.





ACADEMIC LIBRARY AND STUDY CENTRE

ACADEMIC LIBRARY OF TALLINN UNIVERSITY

Rävala pst 10, 15042 Tallinn, Estonia

www.tlulib.ee

Tel. (+372) 665 9439,

email: kojulaenutus@tlulib.ee

Open: Mon–Fri 10:00–19:00, Sat 10:00–15:00

Closed on Sunday and every first Thursday of the month for systematisation works.

The Academic Library of Tallinn University is a research, archival and study library, which combines the research library and its branches. The research library assembles literature in all fields of research, except for the narrowly defined fields of construction and agriculture. The library holds around 2.6 million books and periodicals. Collections of the library are catalogued in the e-catalogue [ESTER](#) that contains information on the

availability of items. In addition, there are more than 45 electronic research databases.

All reading rooms are equipped with wireless Internet connection (Wi-Fi) and workstations with a computer, which enables access to licensed databases.

Late night study room is for students, professors and Tallinn University staff for study and research, and it is open Mon–Fri 19–23, Sat 15–19, Sun 10–19.

READER REGISTRATION

You can register as a user at the information desk of the Academic Library of Tallinn University at Rävala Avenue 10 or online through [web form](#). The library card will be registered onto Estonian ID card or a separate card will be issued. The library card is free of charge for the employees and students of Tallinn University.

STUDY CENTRE

Narva mnt 29 (Astra building), 10120 Tallinn

Tel. (+372) 640 9180, email: opikeskus@tlulib.ee

Open: Mon-Fri 9:00-19:00, Sat 11:00-16:00

Closed on Sunday and every last Thursday of the month for systematisation works.

Study Centre is a department of the Academic Library of Tallinn University and is open for students and faculty members of Tallinn University for study and research.

There is also a study room which is open every day 7.00-23.00. Outside the opening hours of the Study Centre, it can be accessed through the door A-206 with the Estonian ID card as your library card. Study Room 7-23h is meant for study and research. There is a copy machine, 37 work places (three with computers) and an image-enlarging reading device.

E-LIBRARY

The library has access to several scientific full-text databases containing articles from e-journals, e-books and reference materials. Databases are accessible from the computers of Tallinn University and the Library Network as well as from PCs outside the university network with your Tallinn University email account username and password.

For using licensed databases outside the university network:

» on homepage go to 'Resources' and click on the key icon "Enter databases as TLU user" on the right upper corner;

» enter your Tallinn University email account username and password.

All e-resources of the library are listed on the homepage under 'Resources'.

NON-UNIVERSITY LIBRARIES

Although the Academic Library of Tallinn University should cover all your research needs, you still might want to get additional foreign language literature. In that case, the library with the largest selection of foreign language books available for borrowing is Tallinn Central Library with its Department of Literature in Foreign Languages.

Tallinn Central Library

Estonia pst 8,

www.keskraamatukogu.ee

Tel. (+372) 6830 917, email eo@tln.lib.ee

Open: Mon-Fri 10:00-19:00, Sat 10:00-17:00

Tallinn Central Library's Department of Literature in Foreign Languages

Liivalaia 40, 15032 Tallinn

Tel. (+372) 6830 960, vko@tln.lib.ee

Open: Mon-Fri 10:00-19:00, Sat 10:00-17:00

For research work, you can also visit the National Library of Estonia. In order to get a reader's card at a library, you have to present your passport or ID card. The library card can be obtained at the library.

National Library of Estonia

Tõnismägi 2, 15189 Tallinn

www.nlib.ee

Tel. (+372) 630 7611, email nlib@nlib.ee

Open: Mon-Fri 10:00-20:00, Sat 12:00-19:00

INFORMATION CHANNELS OF THE UNIVERSITY

Information on the university can be found on university's [homepage](#) and from the [intranet](#) intended exclusively for staff members (*choose English in the top right hand corner*).

EXTERNAL WEB

[External web](#) is Tallinn University's most important channel for introducing its areas of activity and for communicating with target groups. In planning the design of the web structure, we have set a goal to convey information to the most important target groups of the university.

INTRANET

[Intranet](#) is the environment of work-related information. You can get an overview of news and events meant for the members of the university staff, and of the units and employees of the university. You are able to log in to the intranet with your TLU user account and password.

In addition to the external web and intranet, university news in English reaches the staff via an information letter Weekly sent every Tuesday. In addition, the university sends out a newsletter quarterly.

News in Estonian reaches the staff on Mondays, Wednesdays and Fridays. On

Mondays, the university sends out a general Weekly Newsletter, on Wednesdays Research Weekly Newsletter, and on Fridays Varia Weekly Newsletter. In addition, the university sends out a Newsletter once a month and publishes an electronic journal once every six months.

Tallinn University journal reflects student life, science-related news and new developments in the university. The journal is available electronically. Articles, interviews and notices published in the newsletter cover people working and studying at the university as well as those who visit us. Newsletters are sent to the members and alumni of the university, and to the target groups outside the university.

For an enhanced flow of information, all members of the university staff are welcome to share information on interesting news and events by notifying the Marketing and Communication Office via email address pr@tlu.ee or by calling 640 9215.



PRACTICAL INFORMATION

CREATING A USER ACCOUNT

To gain access to the university network, please create a TLU user account after the employment contract has been concluded. The user account links the personal data of the user's ID in the university computer network and determines the rights of using the services of the university's information systems and computer network.

Employees who have an Estonian ID card or mobile-ID can create the user account on the site passwd.tlu.ee. Employees who have neither, please contact the user account administrator: it@tlu.ee or +372 640 9193.

Everyone chooses their own username (2-6 small letters/numbers). It is advisable to choose a username that is associated with your given name or your surname in order to prevent misunderstandings in work-related correspondence. It will be one of

your TLU email addresses (read the next section).

The user account grants access to TLU email, Intranet and scientific databases at Academic Library of TLU. On the basis of the user account, user rights for the document management system (contact: wd@tlu.ee) and for the Study Information System (ÕIS) for lecturer can be created (contact: ois@tlu.ee).

Please read more about the [user account](#).

EMAIL ADDRESS

Each TLU user account owner gets a TLU email address automatically. Everyone has two email addresses: a short address based on the username (which you set when creating the TLU user account) and a long address in the general form: givenname.surname@tlu.ee.

Emails sent to both email addresses are directed to the same mailbox. TLU mailbox is on the site: gmail.tlu.ee (logging in: username@tlu.ee).

By default, the email address based on your username has been set as your main email address; this must be changed into the long email address (based on your first and last name).

Additional information can be found on the [TLU website](#) or obtained from the user account administrator (it@tlu.ee or +372 640 9193).

Email signature (example):

Malle Maasikas
 Assistent | Assistant
 Üksuse nimi | Name of Unit
 Tallinna Ülikool | Tallinn University
 Narva mnt 25, 10120 Tallinn, Estonia
 +372 000 0000, +372 000 0000
www.tlu.ee | www.tlu.ee/en

Palun säästa loodust ja ära prindi seda e-kirja. |
 Please save nature and do not print this email.

GOOGLE APPS FOR EDUCATION

Every employee who has a user account can use additional Google services (for using the services, log in to your TLU mailbox gmail.tlu.ee): Google Calendar, Google Drive, Google Classroom, Google Meet, Google Forms.

Please contact the user account administrator if you need counselling how to use Google Apps (it@tlu.ee or +372 640 9193). [E-learning centre](#) also offers counselling/training and practical workshops (contact: eope@tlu.ee) for lecturers.

WI-FI AND EDUROAM

Public wireless Internet (Wi-Fi) is available at Tallinn University campus. You do not need a password to use the Wi-Fi. Tallinn University has joined the [Eduroam network](#), which enables world-wide free access to the internet for universities and research institutions, staff and students.

Read more about [Wi-Fi and Eduroam](#).

USING TLU WEB CACHE OUTSIDE THE UNIVERSITY COMPUTER NETWORK

University databases and systems (e.g. library databases, Virosoft) can also be used outside the university computer network.

For installation, please find the guideline from [Intranet](#) or contact the Information Technology Office it-abi@tlu.ee or +372 640 9193.

PHONE CALLS WITHIN THE UNIVERSITY

For calling within the university campus, the most rational way is to use the short code, i.e. three last digits of the landline phone number. Internal calls are free of charge. For calling the numbers outside the university campus, 0 (zero) must be dialled before the number. Please introduce yourself when answering the phone.

MAGNETIC CARD

You'll need a magnetic card for opening the doors and the code of the alarm system of the cabinet. Please contact the administrative assistant of your unit for obtaining the rights.

BUSINESS CARDS

For placing an order for business cards, please contact the administrative assistant of your school.

INFORMATION SYSTEMS

WebDesktop (WD)

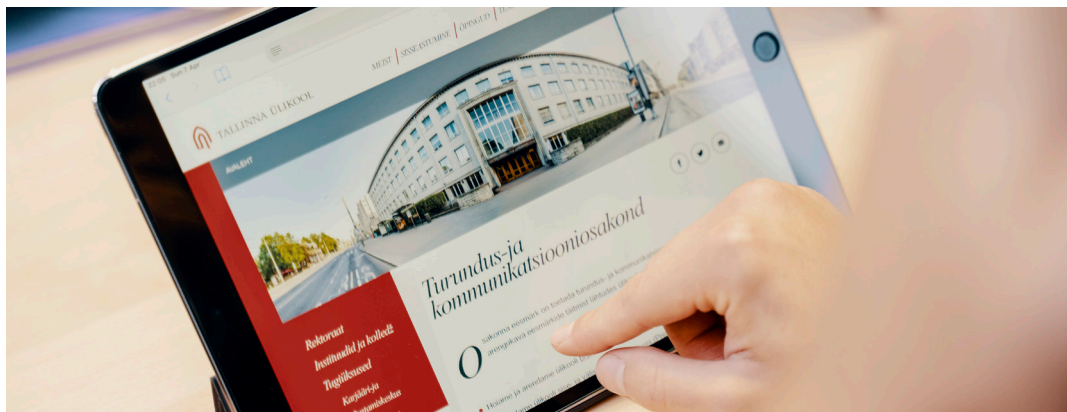
Record management is carried out in an Internet-based document management programme [WebDesktop](#) where documents created and received in the course of the operation of the university are registered. For processing documents (a leave application, business trip order, etc.) please contact the administrative assistant at your school for advice and help. Support is offered by the Management Support Office, phone 640 9115.

Study Information System (SIS)

Information exchange environment for the organisation of degree study, where data concerning teaching and learning is collected, processed, retained and delivered. You can enter the [system](#) with your TLU user account username and password. In order to obtain an SIS account, please send an email to ois@tlu.ee and include the following: your name, TLU user account username, structural unit, duties or the roles and rights that you need; in case of a temporary contract, also the deadline. Information about creating an SIS account can be obtained from the Academic Affairs Office, phone 640 9232.

Timetabling and Resource Planning System (ASIO)

System for booking meeting rooms and study rooms. You can enter the [system](#) with an ASIO username and password issued by the Information Technology Office, phone 640 9194. Additional information on using the system can be obtained from the Academic Affairs Office, phone 640 9133.



WORK ORGANISATION

LEGISLATION AT THE UNIVERSITY

Work organisation at the university is regulated by the legislation of the Republic of Estonia and the university's legal acts adopted by the Senate or by the Rector. Most important legislation:

- [Higher Education Act](#)
- [Tallinn University Act](#)
- [Tallinn University Statutes](#)
- [Tallinn University Development Plan 2020–2022](#)
- [Tallinn University Regulations of Economic Activity](#)
- [Tallinn University Research and Development Strategy 2019-2021](#)
- [Tallinn University Employment Relations Rules](#)
- [Tallinn University Study Regulations](#)

These legal acts determine the bases for the university's activity, structure, members, goals and activities for the upcoming years (Development Plan), bases for the economic activity, establishment of the budget, financial control (Regulations of Economic Activity) and the procedure for filling academic positions, evaluation, sabbatical leave (Employment Relations Rules), etc.

WORK ORGANISATION IN UNITS

Work of a structural unit of the university (academic unit, school, college, support unit, other unit) is regulated also by the statute of the unit. Work at a unit is organised by its head. An employee's work is organised by the immediate organiser of his/her work, determined in the employment contract. The immediate organiser may be the head of unit or the head of a study area, centre or division. Although according to university's work organisation procedures, head of a structural unit has the decision-making power regarding the employment relationship, the employee usually communicates with the immediate organiser of his/her work on this matter. Please contact them in case of work-related problems, questions and requests concerning the employment relationship.

EMPLOYMENT RELATIONSHIP

You can work at the university under an employment contract or under a contract under the law of obligations. Below, a description of work organisation for employees working under an employment contract has been provided (i.e., for regular members of staff).



EMPLOYMENT CONTRACT

When an employee takes up a position at the university, a written contract of employment is formalised. The contract includes conditions of employment which have been negotiated with the new employee and apply in the university (content of the job, term of the contract, work load, remuneration, place of work etc.). If the applicant is not fluent enough in Estonian language, employment contract will be concluded in English. Duties of non-academic positions are described more specifically in the job description in the annex to the employment contract. You will receive your copy of the employment contract and job description from the Personnel Office after they have been signed. Job descriptions for academic personnel have been laid down in the annexes to the Employment Relations Rules.

Amendments to the conditions of an employment contract can be made upon mutual agreement of the employer and the employee. The amendments will be recorded in a written annex to the employment

contract; the annex is drawn up in the Personnel Office. Amendments are based on employee's application with the consent of the head of the structural unit, or on the referral of the head of the structural unit negotiated with the employee.

Termination of an employment contract is carried out according to the provisions of the Employment Contracts Act. The contract may be terminated by agreement of the parties, due to the end of the term of contract (in case of a temporary contract), on the initiative of the employee or the employer (abrogation of the contract).

Additional information is available on the intranet: [Support units – Human Resources – Employment Contract and Job Description](#) or please contact the Personnel Office: personal@tlu.ee or 640 9111 or 640 9114.

ASSETS

The employee regards the assets of the university in a prudent manner and signs a relevant instrument on the assets the use of which has been granted to him/her.

WORKING TIME AND ABSENCE FROM WORK

Normal working hours at the university are 8:00-16:30, including a 30-minute break. Working time of academic staff is usually more flexible. Academic employees are entitled to organise their working time independently, taking into account the academic calendar, nature of academic work, etc.

Absence from work needs to be arranged with the immediate organiser of your work. Also, inform him/her promptly of falling ill or taking a care leave because of the illness of a family member. When you are back to work, submit your sick note or a certificate for care leave as soon as possible to the person who completes the table of working time, or your certificate for maternity leave to the Personnel Office.

Additional information is available on the intranet: [Support units – Human Resources – Working time, resting time, and holidays](#) or please contact the Personnel Office: personal@tlu.ee or 640 9111 or 640 9114.

LEAVE

The length of annual leave for academic staff is 56 and for non-academic staff 35 calendar days (including weekends). In the beginning of the calendar year, a leave schedule is drawn up. After the confirmation of the schedule, time for leave may be changed by agreement between the parties.

Additional information is available on the intranet: [Support units – Human Resources – Working time, resting time, and holidays](#) or please contact the Personnel Office: personal@tlu.ee or 640 9111 or 640 9114.

BUSINESS TRIP

An employer may send an employee outside the place of performance of work prescribed by the employment contract in order to perform duties for no longer than 30 consecutive calendar days, reimbursing relevant travel, accommodation and other mission expenses. Daily allowance is also provided for during the business trip. Before the business trip, please fill in the travel order in WD. After returning, please submit the mission expenses report with expense receipts. For further information, please contact the financial specialist at your school.

ABSENCE FROM WORK NOTICE

When you are on a sick leave, on leave or on a business trip and do not read your e-mails on a regular basis, please set an automatic reply in your inbox. The automatic reply should be both in Estonian and in English, and must contain information on the period of absence and on the person to be contacted in urgent matters (e-mail address and phone number of the substitute).



REMUNERATION

Remuneration is paid to the bank account indicated by the employee on the last working day of the month. An electronic notice is sent to the employee after the payment of remuneration to his/her email address every month. The notice includes calculations for remuneration and other payments, and shows the amounts that have been withheld. For payments made in the middle of the month, separate notice will not be sent, but you can ask for it from the Finance Office.

The employee has the right to receive holiday pay that is paid on the penultimate working day before the start of the holiday. If the employee wishes to receive the holiday pay together with the remuneration for work, relevant application must be submitted to the Finance Office. Please contact the administrative assistant of your school for help in processing the documents.

SELF-IMPROVEMENT OPPORTUNITIES

Each member of the university staff can contribute to his/her professional development and upskilling, first and foremost, on his/her own, by setting self-development goals, finding suitable self-improvement opportunities and discussing professional development needs with his/her immediate superior. You may consider attending trainings and conferences, familiarising yourself with professional literature, mentoring, mobility opportunities, etc. as self-improvement opportunities.

The university supports the professional development of its staff, where appropriate. Personnel Office and other units at the university organise internal trainings – see the [training calendar](#). New employees are welcome to the induction course where university's main goals and activities are introduced and development paths discussed.



All interested persons are offered an opportunity to participate in degree studies of Estonian language. New courses start in the beginning of the autumn and spring semesters, and it is possible to take a placement test beforehand for choosing the most suitable group.

For the purpose of professional development, the university employees can participate also in the lectures of degree studies. The employee and his/her immediate superior agree on the competences that the employee must develop in relation to performing his/her duties. Based on this, self-development possibilities will be found and one of them is to participate in the degree studies courses offered by the university.

Please read about the training calendar and possibilities of degree studies from the intranet: [Support units – Human Resources – Training and professional development](#) or contact for the further information about staff trainings and degree courses the Personnel Office, phone 619 9515, personnel@tlu.ee

Mobility opportunities and scholarships are offered by Erasmus+ programme under which academic employees can conduct teaching in the partner school of their school. Both academic and non-academic staff members can participate in Erasmus+ programme with the aim of professional training (for example job shadowing abroad, exchange of good practices, development of joint projects etc.).

Additional information about Erasmus+ programme possibilities can be obtained from the Specialist of Staff Training and Mobility, phone 619 9513, personnel@tlu.ee.

For additional information on further need for training, upskilling and internationalisation, please find additional information from the intranet: [Support units – Human Resources – Self-development abroad](#) or contact the Specialist of Staff Training and Mobility of the Personnel Office personnel@tlu.ee or 619 9513.

OCCUPATIONAL HEALTH AND SAFETY

Occupational safety-related work at the university is coordinated by the occupational health and safety specialist as well as by the working environment council. Working environment representatives have been elected at the units. Introductory guidance takes place in cooperation with the head of the unit and the work environment representative.

First aid equipment can be found from the information desks and at the units. Location of the first aid equipment is labelled with a white cross on a square green background.

Additional information can be obtained from the occupational health specialist from the Personnel Office, phone 640 9211.

New employees have their health checked during the first four month of employment (initial health check).

Tallinn University staff members can join yoga lessons for a fee, enjoy the massage service, and receive discounts in various sports clubs.

Further information: [Support service - Human Resources - Occupational health and safety](#)

BENEFITS AND GRANTS

In addition to remuneration, working at the university is also compensated for by benefits that can be assessed monetarily. Thus, the duration of our employees' an-

nual leave is at least 35 calendar days and the university compensates for the days of child leave and carer's leave more favourably, i.e. on the basis of average wages. In addition, an employee who do not work on the basis of the certificate of incapacity for work due to illness or injury is paid the sickness benefit for the second to the eighth calendar day constituting 100% of the employee's average wages. Benefit is paid to the university's employees also in the case of death of the person close to them.

Please read additional information from the intranet: [Support services – Human Resources - Remuneration](#)

EMPLOYEES' SATISFACTION SURVEY

One of the priorities of the university is the development of work and study environment that supports the self-realisation of the university members. All employees can assess this process in the satisfaction survey. Survey includes questions on employees' satisfaction with the working conditions, management of the university and units, flow of information and the professionalism of the support structure. Survey is conducted in the spring semester in electronic format, replies are anonymous, results are used in a generalised manner and provide the basis for planning the activities of the following year. Every opinion is very welcome!

RECORDS MANAGEMENT

Depending on the category of the document, three different ways of signing documents are used in WD: digital signature, endorsement of the document management system and manual signature. Also, depending on the content of the document, restriction on access must be added in certain cases. If you have any questions, please write to wd@tlu.ee or call 640 9105; 640 9115.

Letters and packages can be collected from the Administrative Division of the Management Support Office. You can also leave internal letters and letters to be sent out there. The Administrative Division is located on the 6th floor of the Mare building and it is open from 9.00 to 16.00.

Additional information on postal circulation can be obtained from the address tlu@tlu.ee or by calling 640 9101.

Expense receipts (cheques, bank account statements, documents related to business travel, etc.) are registered, approved and archived in WD. Purchase invoices are processed in the Omniva e-Invoice Centre of Eesti Post.

Many activities in the university are project-based and thus, one must be familiar with the relevant organisation of work.

Please read „[Procedure for application for and implementation of projects and services](#)“ and additional information from the intranet: [Support services – Research and Development](#)

PROCESSING OF PERSONAL DATA

As a legal person in public law, the university is a holder of public information for all of its operations. Information on how the university processes personal data can be found from the university's external web: <https://www.tlu.ee/en/personal-data-processing>. What constitutes personal data and what is categorized as such can be read from the [homepage](#) of the Data Protection Inspectorate.

Additional information can be obtained from the Data Privacy Specialist of the Management Support Office, e-mail andmekait-sespetsialist@tlu.ee or phone 640 9102.

ADMINISTRATIVE ISSUES

You can communicate problems concerning administration to house managers. House manager may be contacted with regard to all administrative and maintenance-related matters such as calling the security guard, cleaner, plumber, electrician or a repair worker, transportation of auxiliary materials in the campus, lost or stolen things, etc.

- In Astra and Silva buildings and Räägu 49 phone 640 9367 or 5196 1176.
- In Terra, Mare, Nova and Vita buildings phone 640 9165 or 509 8631.
- You may inform the security guard of security-related problems in the campus, phone 5335 8363.



You may need the help of a technician in case of technical problems in premises used for teaching, for the use of sound and presentation equipment, multimedia or an overhead projector. Please notify the house manager of the problem or give a call to the technician: phone 640 9190 or 640 9268.

Parcels, objects found, keys to lecture rooms and door cards are handed out at information desks, where information on the location of rooms is provided as well:

- Mare building tel. 640 9270,
- Astra building tel. 640 9171,
- Terra building tel. 640 9170,
- Nova building tel. 619 9909.

Bicycles can be parked on the university's territory in the closed parking facility under the Astra building and in three open

parking lots. Motor vehicle parking is possible under a parking permit that comes either in the electronic form or on paper; however, the number of parking spaces is limited. Parking places have been divided between units. The provision of parking places within a unit is decided by the head. Access for vehicles and parking is organised by the Property Management Office: phone 640 9264.

SYMBOLS, EVENTS AND REPRESENTATIVE COLLECTIVES OF THE UNIVERSITY

University symbols are the following: logo, sign, flag, cap, scarf and chain of office.

University gives high priority to customs and traditions – we invite you to take part

as well. Yearly academic events include the opening ceremony of the academic year, ceremony dedicated to the name-day of Tallinn University, doctoral degree commencement ceremony and degree studies ceremonies. You are also welcome to the Rector's New Year's reception, spring and autumn party, and many other events at the university. More information from Weekly. But as we know, every event mentioned before may easily move into a virtual environment, if needed.

You have the opportunity to join the university's representative collectives – chamber choir, men's choir, women's choir, folk dance group Soveldaja, symphony orchestra, sports club.

Further information: <https://www.tlu.ee/en/sports-and-culture>

University souvenirs can be bought from the Information Centre on the first floor of Astra building, phone 640 9108 or from the [online shop](#).

CAMPUS

We are located in the centre of Tallinn, next to Kadriorg Park and Tallinn bay. Most of the university's educational, research and creative activities take place on the street-side plots next to Narva maantee (Narva Road) and Uus-Sadama tänav (Uus-Sadama Street) (altogether 15 064 m²).

Latin names of Tallinn University's campus buildings – Terra, Vita, Silva, Mare, Nova, Astra and Vita – symbolise values that

are important for the university, such as purposefulness, development, freedom, openness, academic traditions, science, fastidiousness and determination. Initials of the names also mark the rooms in relevant buildings.

University buildings are also located in Tallinn Old Town, city centre and Kristiine district. Regional college of the university is located in Haapsalu.

CAFÉS

In the university campus, it is possible to eat in the café Oaas (Oasis) located on the first floor of the Terra building, in Astrarium located on the first floor of the Astra building and in the Nova building café (located on the first floor). There are also automatic coffee and snack machines in the campus, located on the 1st floor opposite the elevators in the Mare building and on the 2nd floor of the Astra building. An automatic coffee machine is also located on the 1st floor of the Terra building.

SMOKING ON THE TERRITORY OF THE UNIVERSITY

In accordance with the Tobacco Act, smoking in educational institutions is allowed only in specially designated areas.

In the courtyard, there are certain areas for smoking, designated accordingly.



LIVING AND WORKING IN ESTONIA

ENTRY AND RESIDENCE

Different rules apply to the citizens of EU and to the citizens of third countries regarding residence and work in Estonia. The length of the stay also influences which rules have to be followed.

EU citizens have the right to enter Estonia without a visa, but if they stay for more than 3 months, they must register their place of residence and apply for an ID card. By registering their place of residence, they obtain the right for temporary residence.

Non-EU citizens need legal grounds to stay in Estonia. For short-stay visits (up to 12

months), they may need a visa. For longer stays (more than 12 months), they need a temporary residence permit (for study, employment or employment for research purposes) (valid up to 5 years) or a long-term residence permit (termless).

Applications for visas, residence permits or residence permits for employment should be submitted to a diplomatic [representation of the Republic of Estonia](#). Registration of one's place of residence is necessary in the case of longer visits for EU citizens as well as citizens of third countries.

Check the Euraxess [road-map for coming to Estonia](#).

In connection with the COVID-19 virus, please familiarise yourself with the conditions for entering the country:

- [Travelling to Estonia – foreigners](#)
- [Information on countries and restriction on freedom of movement requirements for passengers](#)

EU Citizens

Nationals of the European Union (EU), the European Economic Area (EEA) and any third-country national holding a residence permit of a Schengen State (herein EU citizen) do not [need a visa](#) to enter Estonia.

EU citizens can enter Estonia and work in Estonia for up to 3 months without applying for additional rights. If EU citizens stay in Estonia for >3 months, they should **register their place of residence** (address where they actually live in Estonia) at the [local government authority](#) within 3 months as of the arrival and apply for an ID card. The same applies for the family members.

The notice of place of residence ([printable version](#), [electronically filled out version](#)) can be submitted to the city or rural municipality government governing the individual's place of residence by going in person, by sending it by post and appending a copy of the page containing the personal data from an identity document, or by sending a digitally signed notice by e-mail. Family members can present a joint notice of place of residence.

The registration of the place of residence gives the EU citizens the right to temporary residence for 5 years, right to receive Estonian health insurance and receive social support.

Upon the registration of the place of residence, a personal identification code will be issued to the person. For this purpose, an [application](#) must be filled out. After you have received a personal identification code, please inform the Personnel Office of Tallinn University: personal@tlu.ee.

After the registration of the place of residence in Estonia and the receipt of the personal identification code, an [ID card](#) must be applied for within one month in the Estonian Police and Border Guard Board. The ID card is an identity document and thanks to the digital part of the card, using the services of internet banks and other e-services is easy, comfortable and safe.

The ID card can be applied for in the [self-service portal](#) as well as at the service office. In order to apply for the ID card at the service office, an appointment must be [booked](#).

Temporary residence

You can register the right of permanent residence, if you have resided in Estonia on the basis of the right of temporary residence permanently for 5 successive years. As an exception, you can register the right of permanent residence prior to the fulfilment of 5 years. An application on behalf of a minor child under age 15 is submitted

by his/her [legal representative](#) (e.g. parent, guardian, authorized representative of a guardianship authority).

For registration of the right of permanent residence, please address *in person* a [Service Office](#) or send the documents requested for the registration of the right of residence by post or e-mail.

Read more: [Entry conditions and residence permits for Estonia](#)

Non-EU Citizens

In addition to the citizens from the EU, EEA and Schengen area, the following citizens do not need a visa to enter a Schengen area (incl. Estonia) for stays of not more than 90 days in any 180-day period: [Who does not need a visa to visit Estonia?](#)

If you plan to work in Estonia for 3 to 6 months, you still need to apply for a [long-term visa](#). For a longer stay than 6 months, you must apply for a residence permit for employment.

Visa applications should be submitted to the [Estonian representations abroad](#) or other [states representing Estonia](#). Residence permits or residence permits for employment should be submitted only to the Estonian representations abroad. Exceptions are made for the citizens of Japan and USA – research and teaching staff can enter Estonia on the basis of a visa and then apply for a residence permit in Estonia.

SHORT-TERM VISA (TYPE C)

[Short-term visa \(type C\)](#) is issued for a transit through or an intended stay on the territory of the Schengen States of a duration of not more than 90 days within the period of 180 days.

If you wish to visit only Estonia, the Schengen visa has to be applied for at the Estonian representation or at the representation of the Member State representing Estonia in issuing Schengen visas.

A [visa application form](#) for a short term visa can be pre-filled online. The visa application should be submitted to the [Estonian representations abroad](#) or other [Member States representing Estonia](#) in issuing Schengen visas in person.

The Schengen visa and the entry conditions apply only to stays for up to 90 days. In the case of longer (more than three months) stays, a long-stay visa or a residence permit must be applied for.

REGISTRATION OF SHORT-TERM EMPLOYMENT

In the case of entering the country with a short-stay visa, the employer registers the alien for a short-term employment. On the basis of [the registration of short-term employment](#), an alien may work in Estonia for up to 365 days during a 455 day period. Short-term employment does not require a residence permit if the employment has been registered in the Estonian Police and Border Guard Board, and the registered person has a basis for stay.

Along with the confirmation of the registration of short-term employment, a personal identification code is issued to the alien.

LONG-STAY (D) VISA

A long-stay (D) visa is an Estonian visa which may be issued for single or multiple entries into Estonia.

D-visa may be issued for the period of stay of up to 365 days within twelve consecutive months and it allows to stay in other Schengen Member States up to 90 days within the period of 180 days.

In case of two consecutive long-stay visas, the whole period of stay shall not be longer than 548 days within 730 consecutive days.

A long-stay (D) visa must be applied for in person at an Estonian representation which handles visa applications or at a service point of the Police and Border Guard Board in Estonia (PBGB).

If you come to Estonia through another country, do not forget to check whether a transit visa is required.

If necessary, get the visa invitation/confirmation letter from the hosting academic unit at the Tallinn University.

If you do not need a visa, you can apply for the residence permit after the arrival to Estonia at the Estonian Police and Border Guard Board. If you need a visa for entry, apply for a short-term visa (type C).

Please note that the possession of a visa

alone does not grant the right to enter the state. On the border, the visa holder may be requested to present the return ticket, hotel booking or the data of the inviter, travel insurance and proof of sufficient means of subsistence.

RESIDENCE PERMIT (FOR EMPLOYMENT)

An alien who is not a citizen of the European Union may apply for a temporary residence permit for working at Tallinn University:

- for carrying out research or conducting a study;
- for employment as a top specialist.

The residence permit must be applied for if the employment period in Estonia will be longer than one calendar year. A residence permit for employment is issued for a period of guaranteed employment in Estonia by an employer with a period of validity of up to 2 years and it can be extended for up to five years at a time. The grant of residence permits to aliens is governed by the Aliens Act.

An alien can apply for a residence permit:

- before arriving in Estonia at the nearest foreign representation of the Republic of Estonia. In such a case, it is not necessary to apply for a separate visa;
- immediately after arriving in Estonia at the service office of the Estonian Police and Border Guard Board. In such a case,

a visa (D-visa) is also necessary. In order to apply for a residence permit, [an appointment](#) must be made first.

The required documents for applying for the residence permit are submitted by the alien. The employer submits to the Estonian Police and Border Guard Board via e-mail (ppa@politsei.ee) or by mail (Pärnu mnt 139, 15060 Tallinn) [the employer's invitation](#).

Additional information:

[Temporary residence permit for employment](#)

ESTONIAN PERSONAL IDENTIFICATION CODE

If the employer registers the alien's short-term employment in Estonia, a personal identification code will be issued to the alien together with the confirmation of registration.

Please note that receiving an identification code does not entail a right to stay, live or work in Estonia – such rights must derive from other bases provided for by law.

An alien may apply for a [personal identification code](#) by going in person to the nearest [district administration](#) or to the [Tallinn Vital Statistics Department](#). In order to apply for the personal identification code, please follow these steps:

- fill out the application [form](#) (print on both sides and write in capital letters);
- bring along an identity document.

The citizens of the European Union can submit an application for receiving the personal identification code in the local government of their place of residence simultaneously with the notice of residence.

ESTONIAN ID CARD

[An ID card](#) is an identity document with digital functionality, which makes Internet banking and using other e-services easy, convenient and safe.

An ID card is issued also to the citizen of the European Union who holds the right of residence in Estonia. An EU citizen ID card is not valid as a travel document.

The ID card can be applied for in the [self-service portal](#) as well as at the service office. In order to apply for the ID card at the service office, an appointment must be [booked](#).

The Estonian health-care system is organised by the Ministry of Social Affairs and is built on solidarity-based health financing, a well-equipped infrastructure for primary care based on family physicians, nurses and modern hospital services.

The Estonian health-care system might be somewhat differently organised compared to the health-care system of your home country. To make sure you are well informed on health care procedures in Estonia, we have compiled a checklist of things you need to know/do before and upon arrival in Estonia.



HEALTH CARE AND INSURANCE

Estonia has a common national health insurance which ensures medical care of equal quality for all insured persons. Each permanent resident of Estonia and a person who resides in Estonia on the basis of a temporary residence permit or the right of residence, for whom social tax is paid for, or who pays social tax for himself/herself, is entitled to health insurance.

Estonian Health Insurance Fund organises the national health insurance. Insured persons divide into:

insured persons (insured by the employer, people who pay social tax for themselves, insured through the state);

persons considered to be equal to insured persons on the basis of the Health Insurance Act or a corresponding contract (children, pregnant persons, pensioners, pupils, students, etc.).

A detailed overview of the healthcare system in Estonia can be obtained from the [information material of the Estonian Health Insurance Fund](#).

COVID-19

State helpline 1247 provides trustworthy governmental information concerning government institutions and state measures on coronavirus. State helpline 1247 is available 24/7 and it is free of charge for the callers.

Testing is performed for a fee for foreign nationals, at the airport and ports it costs 52 euros, elsewhere according to the service provider's price list (ranging from 58-75 euros). Testing for a charge is done by:

- [SYNLAB Estonia](#)
- [Qvalitas Medical Center](#)
- [Confido Medical Center](#)

You can find more information about COVID-19 testing [here](#).

EU Citizens

EU/EEA citizens are entitled to the same social welfare benefits in Estonia as Estonian residents. For this, you should obtain the [EU Health Insurance Card](#) (EHIC) from the social service authority in your home country before arriving in Estonia.

EHIC grants the right to receive necessary medical care during your stay in the European Union and in the European Economic Area under the same conditions and at the same cost (free in some countries) as people insured in that country.

Please be aware that EHIC is not an alternative to travel insurance, does not cover patients' costs when travelling for the purpose of medical treatment and does not guarantee free services. EHIC or its replacement certificate gives you the right to necessary healthcare during a temporary stay under the same rules and rights as for Estonian insured persons. Always show your EHIC along with your ID.

Non-EU Citizens

Citizens from non-EU/EEA countries

have to obtain an internationally valid private health insurance. This is necessary to apply for a long-stay (D) visa or a temporary residence permit for studying in Estonia. Some of the insurance providers accepted by the Estonian Police and Border Guard are:

- [ERGO](#) (health insurance contract can be signed after the arrival to Estonia);
- [Inges](#) (health insurance contract can be signed online);
- [Salva Kindlustuse AS](#) (health insurance contract can be signed online);
- [KindlustusEst](#) (insurance broker who can help finding a suitable insurance provider; health insurance contract can be signed online).

For an alien to have health insurance as an employee, he/she must have the right to stay and work in Estonia, and he/she must have a personal identification code and an employment relationship in force. After the employer has registered the employment, the health insurance takes effect within 14 days following the registration of the employee.

Please also read the Estonian Health Insurance Fund's information material aimed at foreigners [Practical Information for Foreigners on Estonia's Healthcare Services](#).

Dental care

Visiting the **dentist** is not free for adults. A visit can cost around 30 euros or more, depending on the issue. Most dental clinics

should have English-speaking dentists. In order to book an appointment, please call the clinic. Don't forget to bring along your EHIC or health insurance card to the clinic.

Some of the dental clinics in the city centre:

- [Unimed Kaarli clinic](#)
(Toompuiustee 4, tel. +372 619 9119,
kaarli@unimed.ee)
- [Maxilla Hambakliinik](#)
(Tartu mnt 25, tel. +372 660 1006,
tallinn@maxilla.ee)
- [Kliinik32](#)
(Tornimäe 5, tel. +372 632 3232,
info@kliinik32.ee)

Read more: [Dental care](#)

TAXATION AND PENSION

“Paying taxes is our jointly chosen social agreement that ensures the functioning of the state and enables social guarantees for each person.” Estonian Tax and Customs Board. *Foreign citizens working for an Estonian employer are usually required to pay taxes in Estonia.*

In Estonia, employment relationship-related taxes are paid both by the employer and the employee.

Taxes paid by the employee

Taxes and payments on the remuneration of the employee:

- unemployment insurance premium = gross remuneration x 1,6%

- funded pension payment = gross remuneration x 2%
- income tax = (gross remuneration – [basic exemption amount](#) – unemployment insurance premium – funded pension) x 20%

Additional information concerning remuneration and taxes can be obtained from the [Finance Office](#).

Taxes paid by the employer

The employer withholds the required taxes and charges from the employee's remuneration (income tax, unemployment insurance premium, funded pension payment) and additionally pays to the state the following taxes and charges:

- social tax = gross remuneration x 33%
- employer's unemployment insurance premium = gross remuneration x 0,8%

Pension

Estonian pension system is based on three pillars:

- I pillar: state pension
- II pillar: mandatory funded pension
- III pillar: supplementary funded pension

A more detailed overview of the Estonian pension system can be found on the homepage of [Pensionikeskus](#) (Estonian Funded Pension Registry).

Read more: [Taxation, Unemployment and Pension in Estonia](#)



RELOCATION

ACCOMMODATION

Finding suitable accommodation can be sometimes challenging when you are coming to a new country. Employees are themselves responsible for making sure they have the necessary accommodation when entering Estonia for work. The university can help by indicating the direction as to where to look for a place.

Tallinn University's dormitory offers long-term accommodation to the employees of the university in one-bedroom and/or two-bedroom apartments (if there are apartments available at the moment).

More information on the dormitory can be obtained [here](#).

In order to apply for accommodation in the dormitory, please contact your immediate superior or a contact person from Tallinn University who, in turn, asks for possibilities from the accommodation manager of the dormitory. The prerequisite for accommodation is an employment relationship in force.

Another possibility is [to rent a room or an apartment](#). For finding suitable accommodation, you may use the help of real estate portals or a broker. Please note that it may take several months to find a suitable room or apartment.

TRAVEL DOCUMENTS FOR FAMILY MEMBERS

Citizens of the European Union do not need a visa for entering Estonia. More detailed information has been provided in clause 2.1.

Non-EU family member* can come to Estonia on the condition that the person living in Estonia stays here on the basis of a residence permit. A family member may always come to Estonia for the purposes of employment or studies. Please read about the process of applying for a visa in clause 2.2.

* The family member of a citizen of the European Union is a person who is neither the citizen of the EU nor Estonia, and who is:

- the spouse of the citizen of the EU (hereinafter the spouse);
- the child of the citizen of the EU or the spouse, who is below the age of 21 years, or a dependent child who has reached the age of majority;
- the dependent parent of the citizen of the EU or the spouse;
- a person not mentioned in the list above who is a dependant or a household member of a citizen of the EU in the country from which they are arriving, or who is not able to cope independently on a permanent basis because of their state of health or disability, and requires personal care by the EU citizen.

Upon arriving in Estonia, the family mem-

ber may apply for a [residence permit for settling with a family member](#). The residence permit is granted for up to 5 years and may be extended for up to ten years at a time, but not for longer than for the period of validity of the residence permit of the sponsor.

FINDING A JOB FOR YOUR PARTNER

A citizen of a Member State of the European Union or European Economic Area or Swiss Confederation (EU citizen) may reside and work in Estonia without registration of his/her right of temporary residence for up to 3 months. An alien family member of a EU citizen is entitled to work in Estonia only in the case the right of temporary/permanent residence has been granted to him/her.

Short-time employment in Estonia is permitted to an alien, who stays legally in Estonia on a temporary basis (for example, on the basis of a visa, or visa-free) and whose employment has been registered with the Police and Border Guard Board before the employment commences.

The employer registers the alien's short-term employment and a personal identification code will be issued to the alien.

Please read more about short-term employment from [here](#).

If one plans to stay in Estonia for a long

time, it is reasonable to apply for a residence permit. Residence permit may be applied, for example, for settling with a spouse, a close relative or for employment.

Read more: [Applying for the temporary residence permit](#)

EU citizens and aliens who reside in Estonia on the basis of a temporary residence permit or a long-term residence permit may register as unemployed in the [Estonian Unemployment Insurance Fund](#). In order to be registered as unemployed, a relevant application must be submitted in the [e-töötukassa](#) (e-service of the Estonian Unemployment Insurance Fund) (ID card, Smart-ID or mobile ID may be used for entering). Estonian Unemployment Insurance Fund helps to find job offers and suitable employment, obtain information on the situation of the labour market and employment opportunities, prepare application documents, learn new professional skills and knowledge. You can also register for career counselling.

Work in Estonia offers in cooperation with the Public Employment Office an [International Spouse Career Counselling service](#). This service is aimed to help the spouses and partners of newly arrived international specialists to Estonia. A group of six career counsellors focus on the most relevant topics and needs for those accompanying their wives or husbands to Estonia.

Job offers and useful information on employment and living conditions in Estonia

can also be found at EURES – [European Job Mobility Portal](#). See also [Euraxess jobs](#) portal.

Two largest job search engines in Estonia are:

- [CV-Online](#)
- [CV Keskus](#)

[GoWorkAbit](#) offers short-term employment opportunities in different enterprises.

CHILDCARE AND SCHOOLING

Childcare

Children attend [nurseries and preschools](#) when they're 1.5-7 years old. There are nurseries that accept children from the age of one, but in general, children stay at home until the age of 1.5. As one of the parents receives parental benefit, it is possible to stay at home with the child.

Nurseries and preschools have groups for children of different ages: from 1.5 to 7, or from 3-7. Additional information can be found from the homepages of kindergartens.

A municipal childcare institution in Tallinn must be contacted personally via phone or e-mail. Municipal kindergartens can have long waiting lists, thus, a need may arise to find a suitable childcare. There are also many international kindergartens/preschools in Tallinn.

You should definitely examine the price lists of kindergartens. The monthly fee depends on the number of the days spent in the kindergarten and may fall within the range of 250-600 euros. For the residents of Tallinn (address registration in the city), the city covers the fee in part.

Schooling

General education is divided to pre-school, basic and upper-secondary education.

Basic education serves as the mandatory minimum of the general education requirement, which can be acquired either partially in primary schools (grades 1 to 6), basic schools (grades 1 to 9) or upper secondary schools that also teach basic school curricula. Basic education is made available through two national curricula: national basic school curriculum and simplified basic school curriculum. Following graduation from the basic school, there are a number of possibilities for the continuation of the educational path. There is a possibility to acquire general secondary education at an upper secondary school, vocational secondary education at some vocational education institution or simply an occupation.

General secondary education is acquired at the upper secondary school level. Attaining general secondary education entitles students to continue their studies at a higher educational institution or to obtain vocational education.

According to the Basic Schools and Upper Secondary Schools Act, the school's running costs will be covered by the school manager. In most cases, this means local governments. In private schools, the tuition fee must be paid by the parents themselves.

Read more: [Tallinn Education Department](#)

According to the Basic Schools and Upper Secondary Schools Act, teaching in Estonia may be carried out pursuant to the curriculum of the International Baccalaureate Organization (IBO) or the curriculum developed on the basis of the Convention defining the Statute of the European Schools (European Baccalaureate).

Read more: [Availability of international general education in Estonia](#)

Further education

Tertiary education is provided by vocational educational institutions, universities and universities of applied sciences. Admission is based on an application procedure.

Many options for non-degree studies are also available. The providers of such studies include open universities or open universities of applied sciences, summer universities and adult education centres. Studies are usually subject to a fee.

See also:

- [Ministry of Education and Research. Higher education](#)
- [Kutseharidus.ee](#)

ESTONIAN LANGUAGE

All foreign employees of Tallinn University can learn Estonian at the university, if they so wish.

Estonian language can also be learnt online. [Keeleklikk.ee](https://keeleklikk.ee) and [Keeletee.ee](https://keeletee.ee) even offer an option to learn Estonian online for free. Using the code VisitinEstonia, you can learn Estonian for free through the [Speakly.me](https://speakly.me) application. A wonderful opportunity to learn the language through practice is by using the [Multikey.app](https://multikey.app) service. Language schools provide more extensive trainings.

Find out about the opportunities of learning Estonian also through the [Integration Foundation](https://integrationfoundation.ee).

THE SETTLE IN ESTONIA PROGRAMME

In order to support foreign nationals who have migrated to Estonia to settle in and to

acquire the primary knowledge and skills, Estonia offers all new arrivals the opportunity to participate in an introductory welcoming programme. The programme is aimed at foreign nationals who have legally resided in Estonia for less than five years. The welcoming programme consists of various informative and interactive training modules, which guide you and support you in finding the information you need self-sufficiently, value mutual communication, cooperation and establishment of contacts and take place in a comfortable, open and diverse learning environment.

The programme gives every new arrival the opportunity to freely select between the following thematic training modules: basic module; working and entrepreneurship; studying; research; family life and basic level language training (A1). Participation in the trainings is free of charge.

The [Settle in Estonia Programme](https://settleinestonia.ee) is implemented by Ministry of Culture of Estonia.





LIVING IN TALLINN

RENTING PROPERTY

Renting is the easiest way to find suitable accommodation for your stay in Estonia. The rental market in the area of Tallinn is quite lively and good properties are usually available only for a short period of time. Please note that finding a home may take longer than expected, therefore you should start looking for accommodation as soon as possible.

The following real estate websites are helpful in searching for accommodation:

- [City24](#)
- [KV.ee](#)
- [Apartment.ee](#)
- [Airbnb](#)

Using a real estate agent/specialist might be useful as many landlords might not speak English. Bigger companies usually have agents who have sufficient language skills. Real estate agents are also familiar with local laws and it can be useful to consult one in order to understand the lease agreement in detail before signing it. However, brokers usually require a service fee which is usually equivalent to the amount of one month's rent + VAT (20%).

The Estonian Association of Real Estate Companies has a [list of trusted estate agencies](#) where you can find more agencies and brokers. When renting with the help of a rental agency, be aware that for the first month you'll have to pay:



- the first month's rent in advance;
- the security deposit (is usually equivalent to 1-3 months of rent);
- the broker's fee, which in total can amount to three to four times the price of your actual rent.

There are also many groups in facebook where rental apartments or rooms are offered without a commission fee:

- [Üürikorterid \(ILMA MAAKLERITA\)](#)
- [Üürikorterid OTSE OMANIKULT](#)
- [Üürikorterid Tallinnas](#)
- [Tallinn Renting Flat & Accommodation.](#)

HOSTELS

Some hostels offer long-term stay. You usually need to send them an e-mail inquiring long-term prices. Hostels might have dis-

counts for longer stays. We advise that you check reviews of hostels (*i.e* [Tripadvisor](#)) to help you determine the best place for you:

- [Hostelworld](#)
- [Hostel Tallinn](#)
- [16 eur hostels](#)

Hotels also offer long-term accommodation. For detailed information, each hotel should be contacted separately (via e-mail or by phone). Information on hotels can be found from [Booking.com](#).

BUYING PROPERTY

If you wish to buy a house or an apartment in Tallinn you can contact the real estate companies or browse the real estate databases for available property.

Read more: [Accommodation. Buying property](#)

THINGS TO KEEP IN MIND

- Before signing a contract, you must see the apartment.
- Do not give or send out money or personal details before signing a contract.
- Perform a Google search of the landlord, owner or e-mail addresses to avoid falling for a scam.
- Some utilities (electricity, heating, etc.) might be included in the rental price, but in most cases they need to be paid in addition to the price of rent. Utilities usually make up a considerable part of the housing expenses. Ask the landlord, how much the utilities are approximately. You have a right to see previous summer and winter season heating bills. Utility costs may vary considerably, so make sure you have an approximate idea of how much they are going to be. Costs are usually considerably higher in the wintertime thanks to heating costs. In a two-room apartment, utilities can be approximately around 80 EUR/month in the summer and 180 EUR/month in the winter.
- Check for additional costs. For example, how much is the security deposit? At what terms does the landlord have the right to refuse returning your security deposit? How much time in advance do you need to let the landlord know that you're moving out?
- Costs related to the property (such as property maintenance) are usually paid by the landlord unless agreed upon differently. Check this with the landlord and reach an agreement before signing a contract.
- As a tenant you have a right to register your place of residence in your new apartment. However, it is advised to confirm this in advance with the landlord. The apartment must be registered as a dwelling in order for you to be able to register yourself as living there.
- Sign a written agreement. Keep in mind, a contract is binding. Therefore, make sure you understand everything before signing. Request a contract in English.
- When signing the contract, check the condition of the apartment, including systems, equipment, etc. Document any defects.
- Pay via bank transfer or ask for a receipt from your landlord after each cash payment.
- Your landlord may ask to visit the apartment but he/she can never visit without your permission.
- Deposit needs to be paid back in two months after the end of the contract. Generally, it is paid back after last monthly payment if there has been no damage caused to the property.
- **NB! Unfortunately, none of us are safe from scammers. Please study the contracts and the background of the landlord or agency carefully before sending any deposits.**

CURRENCY AND BANKING

EURO is the official currency in Estonia.

BANK ACCOUNT

For arranging one's personal finances, a bank account must be opened in a suitable bank. Opening of a bank account is mostly free of charge for a European Union (including Norway, Iceland, Liechtenstein, Switzerland) resident. There is a fee for opening a bank account if you are not an EU resident.

If you hold an Estonian passport, ID card or residence permit, you can open a bank account conveniently in an internet bank without leaving home. If you do not hold an Estonian passport, ID card or residence permit, you must visit the branch for opening a bank account. Have your passport or a notarized copy of your passport with you when visiting the branch. In addition, bring any documents proving your connection with Estonia (such as an employment contract, rental agreement, etc.).

If you hold an Estonian passport, ID card or residence permit, it is recommended to open a bank account after the confirmation of the registration of short-term employment has been received. The confirmation of the registration of short-term employment speeds up the process of opening the bank account. Also, with the Estonian personal identification code, you can create a personal Smart ID which offers a convenient access to the internet bank (and other services) via the internet.

The processing of documents may take up to 10 working days. The bank informs you

of the decision through the communication channel chosen by you (e-mail, phone). If the decision is positive, you must visit the branch again and take along all your documents.

Upon opening a bank account, please familiarise yourself with the service fees of the bank. The price lists are available on the banks' homepages.

LIST OF BANKS:

- [LHV Pank](#): Tartu mnt 2, opening hours: Mon–Fri 9–18
- [Swedbank](#): Liivalaia 8, Råvala pst 5, Narva mnt 5, opening hours: Mon–Fri 10–17
- [SEB Pank](#): Tornimäe 2, opening hours: Mon–Fri 9–17
- [Luminor Pank](#): Liivalaia 45, opening hours: Mon–Fri 9–17
- [Coop Pank](#): Narva mnt 4, opening hours: Mon–Fri 10–18

An appointment must be booked in order to open a bank account in a branch. You can do that via the homepage of the bank.

The ATMs of the larger banks can be found in branch offices, gas stations, most supermarkets and other frequently visited places. Withdrawal of cash from the ATMs of other banks may be subject to a fee.

See also:

- [E-banking](#)
- [Banking in Estonia](#)

PUBLIC TRANSPORTATION IN TALLINN

Public transportation service in Tallinn has been very well developed: you can take a bus, tram or a trolley. Longer distances (incl. between cities) can be covered by bus, commercial bus or train.

For using public transportation, a [smart-card](#) (€2) must be obtained. Smartcards can be purchased from the information points of bigger shopping centres, post offices and from the R-Kiosk. You may buy tickets for certain periods or load money on the card and buy tickets in public transportation.

Public transportation service is free for the residents of Tallinn. As a precondition, one must be registered in the city. Ticket prices for persons who are not in the population register of Tallinn can be found [here](#).

TAXIS AND OTHER CAR SERVICES

Various taxi companies offering quality and secure service operate in Tallinn. Taxis can be hired by phone, through mobile applications or found directly at taxi stands (in front of larger hotels and at some key intersections).

The fares of taxi service providers differ – before beginning a ride, be sure to check the initial fee and the rate per kilometre of the service provider in question. We also recommend to specify the number

of passengers, payment by card, or usage of additional safety equipment (such as a child safety seat) with the dispatcher or taxi driver. When using mobile applications, we recommend to read the terms of use and keep in mind that a mobile data connection is necessary to use these applications.

In Tallinn, you can use the driving service applications [Uber](#) ([App Store](#), [Google Play](#)) and [Bolt](#) ([App Store](#), [Google Play](#)) that offer a fast and comfortable way to order a taxi.

You may always rent a car, but a comfortable and fast short-term rent is offered by [CityBee](#). For using the service, download the CityBee application ([App Store](#), [Google Play](#)).

Read more: [Taxi and ridesharing in Tallinn](#)



SUPERMARKETS AND SHOPPING CENTRES

In Tallinn, there are many smaller shops or kiosks for buying basic food products and essentials, in addition to shopping centres and bigger stores. For example, there is Selver ABC (Narva mnt 21, opening hours: 8–22) next to the campus of Tallinn University.

Bigger food stores are located in shopping centres or near the city centre. All essentials can be bought in bigger food stores: food, household products, clothes. For example, the food stores nearest to the university campus are:

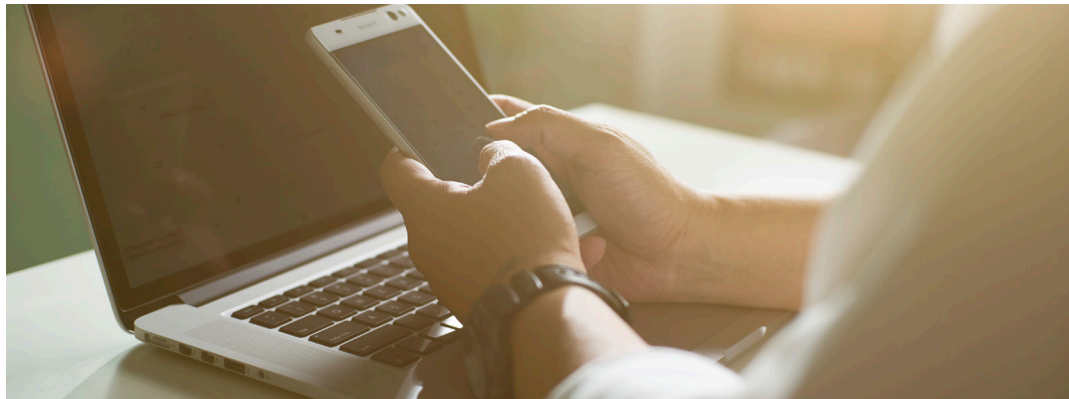
- Torupilli Selver
(Vesivärava 37, opening hours 8–23)

- Sikupilli Prisma
(Tartu mnt 87, opening hours: 24/7)
- Maxima XX (J. Smuuli tee 9, opening hours 8–23)

Shopping centres nearest to the university campus include:

- Viru Keskus
(Viru Väljak 4, opening hours: 9–21)
- Nautica keskus
(Ahtri 9, opening hours: 10–20)
- Ülemiste keskus
(Suur-Sõjamäe 4, opening hours 10–21)

Read more: [Shopping in Estonia](#)



MOBILE PHONES AND INTERNET

Mobile phones work in Estonia almost everywhere and the networks covering the country are very reliable. Basic phones are available from bigger supermarkets, department stores and mobile phone retailers.

A prepaid connection is the easiest and most affordable option for foreigners arriving in Estonia temporarily. Prepaid connections are offered by many different operators. They can be purchased from newsstands and supermarkets. Prices and terms of contract vary depending on operator policies.

If you are staying in Estonia under a residence permit, it is recommended to become a customer of a telecommunications company. As a customer, you'll have a package for a fixed monthly fee that includes phone calls, text messages and use of the internet.

Find out about the possibilities of becoming a customer from the following telecommunications companies.

- [Telia](#) (phone: 123) – accepts also customers who have the confirmation of the registration of short-term employment, but in such a case, a deposit in the amount of 200 euros must be paid; also offers television service
- [Elisa](#) (phone: 660 0600) – also offers television service
- [Tele2](#) (phone: 686 6866)

In addition to the mobile internet, you may use the local Wi-Fi in most places (e.g., in shopping centres, cafes). If the Wi-Fi is not public, ask for the password from the information counter or the service staff.

Read more: [Living in Estonia. Telecom](#)



FREE TIME IN TALLINN

There are several ways to spend [free time in Tallinn](#). Whether you like cinema, concerts, theatre or something else, the following will hopefully be helpful to you.

Theatres and Concerts

If you like performing arts, then you should know that Tallinn has the greatest number of theatres in Estonia. Although the plays are generally in Estonian, you still might find something that suits you, especially if you are fond of musicals or opera. For further information about current plays and a thorough overview of theatres in Estonia, see tourism.tallinn.ee/eng.

Information regarding cultural events and concerts:

[Estonian Concerts](#) (mostly classical music events)
[Estonian National Opera](#)
[Estonian Cultural Event](#)

To buy tickets online:

www.piletilevi.ee
www.piletimaailm.com

Cinemas

Movies are shown in their original language, with subtitles in Estonian and Russian.

- [Supernova Cinema](#), Narva mnt 27 at University Nova Building
- [Apollo Cinema](#), Estonia pst 9 at Solaris Shopping Centre
- [Artis](#), Estonia pst 9 at Solaris Shopping Centre
- [Coca-Cola Plaza](#), Hobujaama 5
- [Kosmos IMAX](#), Pärnu mnt 45
- [Sõprus](#), Vana-Posti 8

More information

Please visit the following websites on the (working) culture and life in Estonia:

Thing to know about [living in Estonia!](#)

[Work in Estonia](#)
[Tallinn. Official website](#)
[Visit Tallinn Official City Guide](#)
[Location \(Google Maps\)](#)

Tallinn University is a member of EURAXESS – Researchers in motion. EURAXESS Services is a Europe-wide network providing mobile researchers and their families with customised assistance in all matters relating to their mobility experience. EURAXESS Estonia [website](#) provides information regarding the arrival to Estonia, entry and residence regulations, taxation issues, daily life, health and family to all foreign researchers prior to the move to Estonia and after arrival.

Please contact us in case of any further questions:

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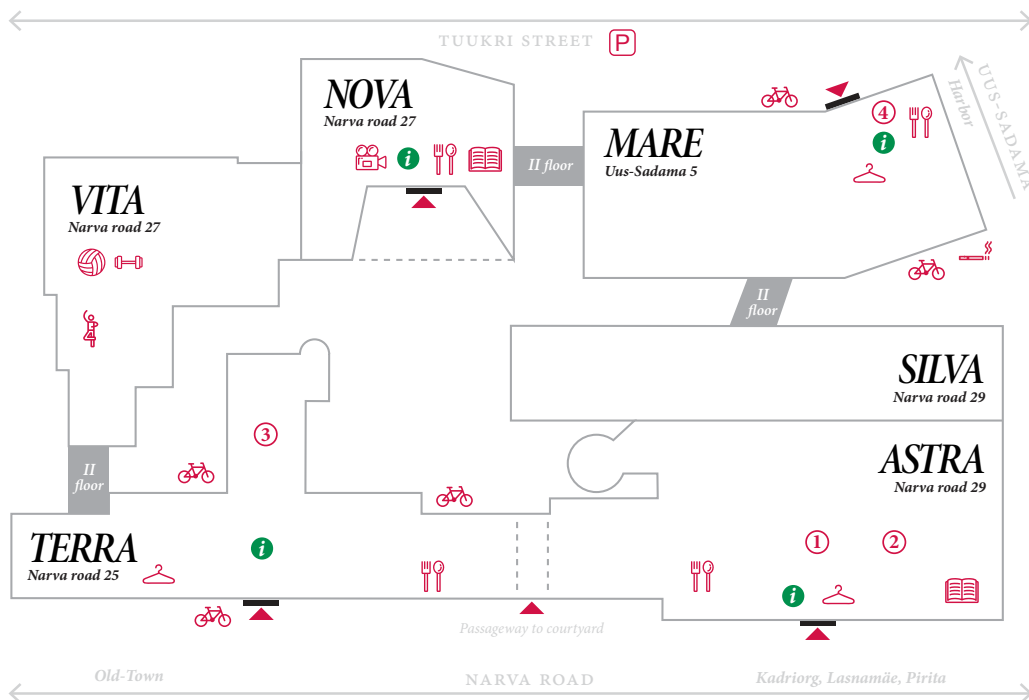


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|-------------------|--------------------|-------------------|--------------------|------------------|
| Parking lot | Bicycle parking | Cafeteria / Cafe | Sports hall | GYM |
| Researchers Forum | Auditorium Maximum | The Assembly Hall | Tallinn auditorium | Smoking corner |
| Cloakroom | Black box | Cinema | Library | Information desk |