



Artificial Intelligence for
Sustainable Societies

Artificial Intelligence for Sustainable Societies

D 2.3 International Student Handbook [v1]

**Produced under the Grant Agreement Project 101127953 — SITeS-JM Erasmus Mundus
Joint Master's Programme – Artificial Intelligence for Sustainable Societies (AISS)**

Jointly run by:

Tallinn University, Estonia (TLU)

Tampere University, Finland (TAU)

Lusófona University, Portugal (UL)



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the European Union



TALLINN UNIVERSITY
School of Digital
Technologies



Tampere University

UNIVERSIDADE
LUSÓFONA



CENTRO
UNIVERSITÁRIO
PORTO

Sustainable Information Technologies for Societies (SITEs)

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Foreword

Dear students,

This handbook aims to provide you with detailed information on regulations regarding the joint Master programme Artificial Intelligence for Sustainable Societies, offered at Tallinn University, Estonia (TLU), Tampere University, Finland (TAU), and the University of Lusófona, Portugal (UL).

For this purpose, this handbook outlines the programme's significant objectives and course structure as well as presents regulations concerning the different modules and the master's thesis. All information concerning the scholarship amount for the ERASMUS MUNDUS scholarship students is included.

In the annexes, we provide information on the specific content of each module, including scheduled dates, involved lecturers and other relevant details such as the workload of each module and the European Credit Transfer System (ECTS) points assigned to them.

We sincerely wish you successful academic development and all the best. We are looking forward to welcoming you soon!

On behalf of the Artificial Intelligence for Sustainable Societies partners,

Merja Bauters
Programme Coordinator

Table of Contents

1	Introduction.....	5
2	Programme structure, mobility and content.....	5
3	Studies: starting dates and duration of the courses.....	6
4	Admission and enrolment	8
5	Semester and tuition fees	8
6	Erasmus Mundus scholarship	9
7	Other fundings and sponsorship	10
8	Health insurance coverage	11
9	Visa and residence permit	12
10	Bank account	14
11	Preparing to study for the 1st semester at TLU.....	15
12	Student life	16
14	Transports of the cities.....	23
13	Checklist.....	26
14	Contact information	26
15	The Erasmus Mundus Students and Alumni Association (EMA).....	27
	We wish you luck, enthusiasm and plenty of great expressiveness!	27

1 Introduction

The content in this handbook is designed to orient you to study in the Master’s Programme in Artificial Intelligence for Sustainable Societies, which is carried out in three different universities and countries. The goal of the handbook is to guide and inform you about your journey to different universities, their academic, social, and personal development opportunities available and the many resources to help you along the way. The Student Handbook contains the rules and procedures which students are expected to be familiar with and to follow.

The Handbook includes information from the start of your studies to the graduation.

The programme is designed together with three universities:

- Tallinn University, School of Digital Technologies (TLU)
- Lusófona University, Faculty of Natural Sciences, Engineering and Technologies (UL)
- Tampere University, Faculty of Information Technology and Communication Sciences (TAU)

2 Programme structure, mobility and content

The programme focuses on three core areas: a) Sustainable Digital Societies, b) Data and AI science (Artificial intelligence, machine learning and data management for digital economies and sustainable information societies), and c) Active citizenship studies. The glue between the three modules is Sustainable Development Goals and user-centric design.

The programme consists of the following academically dependent specialisations, which are studied in parallel in three different locations:

- Starting studies in Tallinn, courses in sustainable societies. (1st semester)
- Continuing in Porto, courses on AI and data and design. (2nd semester)
- Arriving in Tampere, studies include an Interdisciplinary Project course with real clients. (3rd semester)
- Last semester focuses on professional placement and Master’s Thesis and allows students to choose a place from Tampere, Tallinn and Porto for their studies. (4th semester)

Programme structure:

Course code	Course Title	Volume (ECTS)	University that offers the course
Compulsory courses:			
AISS.200	Principles of Service Design	6	TAU
AISS.300	Sustainable Design	6	TAU
AISS.600	Fundamentals of Accessibility	6	TAU
IFI7401.DT	Collective Intelligence in Socio-Technical Systems	6	TLU
IFI7414.DT	Sustainable Development Goals and Guidelines	4	TLU
ULP6613-23265	Introduction to Data Science	6	UL

IFI7412.DT	Civic Engagement	6	TLU
ULP6613-25229	Fundamentals of Statistics for Data Science	8	UL
ULP6613-4883	Geographic Information Systems	6	UL
Harmonising courses (students choose one course):			
AISS.100	Introduction to Sustainable Digital Life	4	TAU
DTI7004.DT	Active Academic Reading and Writing	4	TLU
DTI7008.DT	MOOCs	4	TLU
Research competences:			
IFI7308.DT	Research Methods	6	TLU
IFI7065.DT	Master's Thesis Seminar I	3	TLU
IFI7066.DT	Master's Thesis Seminar II	3	TLU
AISS.700	Interdisciplinary Project	8	TAU
	Master's Thesis	24	TLU, TAU, UL
Electives (students will choose at least 12 Credits)			
AISS.500	Digital Dismodernity: Inclusion and the Diagnostic Society	6	TAU
AISS.400	Users and Digital Literacy	6	TAU
IFI7359.DT	Information Visualization and Representation	6	TLU
IFI7403.DT	Data Driven Decision Making and Change Management in Organisations	6	TLU
ULP6613-25230	Applied Programming for Data Science	6	UL
ULP6613-24297	Topics on Machine Learning and its Applications	6	UL
Electives (students will choose at least 6 credits)			
DTI7001.DT	Traineeship Abroad	9	TLU
IFI7407.DT	Practice	6	TLU

3 Studies: starting dates and duration of the courses

The programme will commence at Tallinn University, where students will first gather. The studies will start with orientation meetings in late August and early September.

The academic calendar and the university's learning systems are important parts of the orientation.

[Academic calendar of Tallinn University](#)

Autumn Semester (August 2024 - January 2025)

- Orientation for international students: last week of August to the first week of September
- First contact study period: September – October 2024
- Deadline for online registration in the Autumn Semester courses: End of academic movement before mid-August 2024
- Second contact study period: End of October to mid-December 2024
- Christmas holidays: December 23.2024 – January 1.2025.

Spring Semester (End of January - End of June 2025)

- Preliminary week of the Spring semester First week of February 2025.
- Deadline for online registration in the Spring Semester courses: End of academic movement mid-February 2025
- Second contact study period of the Spring Semester First week of April to end of May 2025.
- Exam session: End of May to mid-summer 2025.
- End of the Spring Semester: June 30, 2025.
- Summer Holidays

[Academic calendar of Lusófona University](#)

The academic year at Lusófona University is divided into two semesters and starts after the end of summer break, with the first semester running from September to January and the second one running from February to June.

1st Semester:

- School Term: September 9, 2024 - February 7, 2025
- Christmas Vacation: December 23, 2024 - January 6, 2025
- Exam session: January 22, 2024 - February 7, 2025

2nd Semester:

- School Term: February 14, 2025 - July 31, 2025
- University Day: April 4, 2025
- Easter Break: April 14, 2025 - April 21, 2025
- Queima das Fitas*: May 5, 2025 - May 10, 2025 (Note: No classes during this period)

**The Queima das Fitas is an academic tradition in Portugal that celebrates the end of the academic year for university students, usually celebrated in May.*

- Exam session: June 17, 2025 - June 29, 2025

[Academic calendar of Tampere University](#)

The academic year at Tampere University is divided into two semesters, each consisting of two periods. Each teaching period lasts seven weeks. Courses can span one period or, if paced slower, two periods.

- 1. teaching period 26.08.2024 - 13.10.2024
 - Contact teaching is not arranged 14.10.2024 - 20.10.2024
- 2. teaching period 21.10.2024 - 08.12.2024
 - Contact teaching is not arranged 09.12.2024 - 22.12.2024, on Christmas break 23.12.2024 - 6.1.2025 and Independence Day 06.12.2024
- 3. teaching period 07.01.2025 - 23.02.2025
 - Contact teaching is not arranged 24.02.2025 - 02.03.2025
- 4. teaching period 03.03.2025 - (27.4.) 31.05.2025
 - Contact teaching is not arranged on Easter break 16.4.-22.4.2025, May Day 1.5.2025, Ascension Day 29.5.2025.

4 Admission and enrolment

Students will enrol in all three universities at the beginning of their studies. Because courses will start running in the three universities at the beginning of the first semester, students are advised to familiarise themselves with all three universities' practices.

We will send you instructions with the Letter of Acceptance on how to register to the university. After registration, students can enrol in AISS courses by using universities' study information systems. At the beginning of the program, we will help you with all practical matters so that you can get off to a good start in your studies.

The university-specific learning systems will be presented in detail during the orientation week.

The links to the detailed materials are below. However, you might not be able to access these yet before completing the university email address and enrolment.

At Tallinn University, the learning system is called ÕIS-2: <https://ois2.tlu.ee>

Tallinn University has made guidelines on how to use it for both students and teachers. These include videos, thus worth a visit.

Student's ÕIS-2 workplace guide can be found here: <https://www.tlu.ee/en/ois#students-ois-2-workplace-guide>

At Lusófona University, the learning system is called Moodle:

<https://moodle.ensinolusofona.pt>

Moodle is an online learning management system (LMS) that allows collaboration, interaction, and the sharing of documents and information between teachers and students. At this stage, it should allow access to all materials and resources relating to each discipline. The detailed guidelines can be found in the [Moodle Manual.pdf](#)

At Tampere University, the learning system is called SISU. The detailed guidelines are available here: <https://www.tuni.fi/en/students-guide/handbook/uni/services-and-regulations-students/sisu-students/all-sisu-instructions-students>

5 Semester and tuition fees

The tuition fee for the programme is 2000€ per semester, totalling 8000€ for the entire duration of the programme. The participation costs do not cover living expenses (e.g., accommodation) and travel expenses. Therefore, it is good to know the living costs of each city and count the travel costs from one university to another following the mobility plan. The basic living cost estimations are presented below.

Living costs

Country/City: Estonia/**Tallinn**

Campus Accommodation (Per Semester): 150–350 € in the dormitories. The average rent is 350–650€.

Food (Estimate): 300€ (per month)

Books and other academic requisites: Not specified

Immigration registration Fee: 100 €

Residents of other countries for opening a bank account in Estonia: Swedbank 200€ (open: Complete price list of Swedbank services). LHV bank 100€ for EU citizens and 200€ for non-EU).

Total for 6 months: 4400€

Country/City: Portugal/**Porto**

Campus Accommodation (Per Semester): No campus accommodation is available. Average rent 350€ (per month)

Food (Estimate): 200€ (per month)

Meals at the University canteen: 3.50€ to 5.00€

Cheap meal at a restaurant: 6.00€/10.00€

Breakfast menu: 1.50€ to 2.50€

Books and other academic requisites: ~100€

Immigration registration Fee: 90€

Total for 6 months: 3 990€ (Estimate)

Country/City: Finland/**Tampere**

Campus Accommodation (Per Semester): 200–500 € (do note that renting from the private market will likely cost 600€ upwards).

Food (Estimate): 200–400€ (estimate includes one average priced student meal per weekday and groceries at 35–85€/week) 6 months 2040€

Books and other academic requisites: Not specified

Immigration registration Fee: First residence permit for studies, paper 450€, electronic 350€ ([please consult the immigration page](#)).

Total for 6 months: ~3 000€

Estimated travelling costs:

Tallinn-Porto: around 600€

Porto-Tampere: around 1200 €

Tampere-Tallinn: around 120 €

The last place depends on your choice of university, which could be either Tampere, Tallinn, or Porto.

6 Erasmus Mundus scholarship

The AISS programme is co-funded by the European Union through the Erasmus Mundus Joint Masters programme. If you are awarded an Erasmus Mundus scholarship, you will receive a monthly grant.

- The purpose of the Erasmus Mundus Joint Master's scholarship is to support and acknowledge students who demonstrate excellence in their studies and support students in executing master's studies in the Artificial Intelligence for Sustainable Societies program.
- The scholarship is paid to students monthly through the university according to the mobility plan (Tallinn University, Lusófona University, Tampere University, and last semester's location by student's choice).

- The scholarship is meant to cover insurance, travelling costs related to the mobility scheme, housing, and food.
- No more than 10% of the total number of scholarships are awarded to students from the same nationality.

Applying for a scholarship

The student has the right to apply for a scholarship if:

- The student submits the scholarship application during the admission procedure for the AISS master programme.
- The student is not benefiting from another EU-funded scholarship scheme to follow the same (or another) EMJM master programme. (for the entire period of enrolment in the course)

Awarding the scholarship

The student has the right to receive the scholarship if:

- The student has passed the admission exams and belongs to the top 10 best students in the admission ranking.
- The student is enrolled in the EMJM master programme.
- The student studies the entire duration (24 months) or, in case of recognition of prior learning, a minimum of one academic year.
- The minimum mobility requirements are met.
- If there are several applicants having the equal admission results, the gender balance is favoured.

Payment of scholarship and termination of payment

- The amount of the scholarship is 1400 Euros per month.
- The scholarship is paid according to each university's payments' schedules each month for the previous month.
- The scholarship is paid if the student has studied for an entire calendar month.
- The scholarship is paid to the account indicated by the student in an email to the admin personnel.
- The students have an obligation to inform the beneficiary as soon as possible of any events or circumstances likely to affect the student agreement.
- A reduction of the scholarship is made if the minimum mobility requirements are not fulfilled (proportionate amount corresponding, for instance, to the missing mobility period of the concerned academic semester).
- The scholarships (and scholarship payments) are suspended if the student is forced to temporarily interrupt the studies and resume the studies afterwards, provided that the EMJM-project funding is still ongoing (payments after the end of the action set out in the Mobility tool data sheet, will be ineligible).

Dispute procedure

Decisions related to applying for, awarding and paying a scholarship can be contested in accordance with the procedure provided for in § 33 of the Tallinn University Study Regulations.

7 Other fundings and sponsorship

There are other study allowances and scholarships available which are not based on EMJM scholarships.

In Estonia, Tallinn University has various needs-based and special grants. See further <https://www.tlu.ee/en/studyallowances>.

Scholarship provided by the Ministry of Foreign Affairs are not yet announced but will appear on the following page: <https://www.tlu.ee/en/ministry-foreign-affairs-scholarships-2023>

8 Health insurance coverage

The student is required to have insurance that meets the Erasmus Mundus Joint Master requirements. **It is mandatory for all students.**

The **insurance scheme must take effect from when the students start their journey to participate in the master programme** (maximum two months before the start of the master programme) and until at least two months after the end of the studies (end of the programme, unless the student leaves earlier).

The cover must include:

1. Conditions that must apply
 - Non-deductible
 - Non-permanent and non-chronic mental disorders will not be accepted as exclusions.
2. sickness, pregnancy/childbirth and accident, in particular:
 - direct payment of hospital stays
 - reimbursement of outpatient care and other medical expenses
 - 100% cover for doctor's fees, medicines, examinations and analyses prescribed by a physician, urgent dental care following an accident, all hospital expenses and surgical fees (including advances on hospital expenses), repatriation in the event of serious illness or accident
 - costs for urgent dental care without accident up to 250 EUR per year
 - non-permanent and non-chronic mental disorders
 - pregnancies of less than 6 months (at the moment of departure from the home country to participate in the action) may not be excluded from cover
3. death (whether attributable to the activities under the action or not and covering all cases, including suicide), in particular:
 - transport of the mortal remains to the place chosen by the deceased's family
 - funeral and laying out costs
 - costs of the coffin
4. permanent invalidity (whether attributable to the activities under the action or not), in particular, partial or full permanent disability resulting from an accident.
5. third-party liability occasioned by physical or material damage to third parties (as provided for under the applicable national law)
6. theft and loss of personal belongings, in particular:
 - identification documents (identity card, passport, etc.)
 - travel tickets
 - luggage

- the entire enrolment period (including mobility periods and worldwide travel required for participation in the master course)
- ensure that family members of students can sign the same insurance coverage at their own expense, regardless of their age

The consortium assists the students in the administrative procedures (including visa requirements) and ensure that the mobility declaration in the Portal Continuous Reporting tool where the enrolled students are encoded is regularly updated, including when an update is explicitly requested by the granting authority and ensures that the students are informed about the collection and processing of personal data by the granting authority (including data in the mobility declaration)

Insurances are offered by:

If you are a citizen of an EU/EEA country, Switzerland or the UK, you must have a European Health Insurance Card (EHIC) or Global Health Insurance Card (UK GHIC),

- the French company Assurances Courtages et Services (ACS)
- Aon Student Insurance, whose parent company is the US company Aon Corporation
- the US company International Student Insurance
- the Swiss insurance company Swisscare – ESI Finland plan
- SIP Integral

If you have a European Health Insurance Card (EHIC), you do not need to take out other insurance. By presenting the European Health Insurance Card, you can prove your right to necessary medical treatment in another EU or EEA country and in Switzerland.

Your card must be valid for the duration of your stay in Finland. Under EU legislation, you can access health care at the same cost and under the same conditions as people living permanently in Finland. With the card, you can get medical treatment if you become suddenly ill or have an accident. You can also get medical treatment if you have a chronic illness that requires medical attention. The card also gives access to necessary treatment during pregnancy and childbirth.

The European Health Insurance Card is recognised within public health care services as well as by private doctors and hospitals that have signed a health insurance agreement. More information on the European Health Insurance Card can be found on the European Commission's website.

9 Visa and residence permit

To obtain the right of temporary residence EU/EEA citizens (who stay in Estonia longer than three months) must register their residence in Tallinn within three months from the date of entering Estonia and apply for the Estonian identity card (ID-card). Please read [here](#).

VISA TALLINN, ESTONIA

Some students will need to apply for a D-Visa to enter Estonia. A list of non-EU/EEA nationals who do not require a visa to enter Estonia can be found [here](#). Additionally, all Non-EU/EEA students must obtain a temporary residence permit for studies in Estonia.

If students do not have a visa-free right to travel to Estonia, then they will need to apply for the TRP and the D-visa for Estonia at the closest Estonian Embassy. Students should be aware that Estonia does not have a visa-issuing Embassy in all countries and that you may need to travel elsewhere to apply for the visa. Please take the additional time and costs involved into account.

Any Estonian visa-related queries should be directed to [International Student Support Team](#) at Tallinn University.

VISA PORTO, PORTUGAL

Not all international students need to apply for a visa. If you're coming to study in Portugal from within the EU/EFTA, you won't need a visa for your stay, but you will still need to obtain a certificate of residence if you're staying in the country for longer than three months. However, if your home country happens to be outside the EU/EFTA, you will need a student visa and a residence permit. [Here](#) you can find the list of nationalities exempt from holding a visa and the nationalities who must have a visa. All students who are nationals from a state outside the European Union and who aim to study in Portugal need to obtain a visa at the Portuguese Consulate Embassy nearest to their area of residence (see here [Diplomatic Portal \(mne.gov.pt\)](#) the information on our consular network).

In order to obtain a residence permit, you need to provide certain documentation, which you can consult [here](#). It is important to mention that the referred documents are the mandatory initial documents to be submitted. The Consular Post may request documents at their discretion. The residence permit is valid for a period of a year and is renewable for equal periods. If the length of the study program is less than a year, the residence permit has the necessary length to cover the study period.

Temporary stay visas allow entry and stay in Portugal for less than a year. This type of visa is valid during the entire stay and allows for multiple entries. It is important to remember that requests for temporary residence permits must be made within 90 days of arriving in Portugal. Failing to do so will make you an illegal visitor, and you will have to pay a fine.

You can only obtain a Portuguese visa from the Portuguese embassy or consulate in your country of origin. Through the website of the Ministry of Foreign Affairs according to your nationality and/or country of residence, you can consult the Portuguese Consular Post in the country where you need to apply for a short-stay Schengen visa.

In summary, there are two types of student visas you need to know about. Students studying for less than 90 days should apply for a type C Schengen short-stay visa. Students studying for more than 90 days will need to apply for a type D Schengen visa instead.

More information about deadlines, fees and forms to complete can be found on the Portuguese Ministry of Foreign Affairs portal: [Visa \(mne.gov.pt\)](#)

VISA TAMPERE, FINLAND

International students must register their right of residence in Finland, but the way to do this depends on your nationality.

Citizens of EU/EEA/EFTA countries (registration of the right of residence)

EU and EEA nationals and non-EU nationals with comparable status (EFTA countries) do not need a residence permit before arrival. However, as you will be staying in Finland for over three months, you will have to register your right of residence once you arrive. The registration should be done within three months of your arrival with the Finnish Immigration Service (Migri). Please observe that citizens of a Nordic country register their right of residence

at the [Digital and Population Data Services Agency](#). For more information, please go to Migri's page on the [Registration of the right of residence of a citizen of the European Union](#).

Citizens of non-EU/EEA/EFTA countries (residence permit for studies)

Students arriving from all other countries usually need a residence permit for studies to stay in Finland for a longer period, that is, for 90 days or longer. A residence permit allows you to live, stay and travel in Finland and to leave and re-enter the country during the validity of the permit. You must hold a valid passport or other travel document in order to be issued a residence permit. Generally, it is a good idea to check that your passport is valid for as long as possible. The first residence permit should be applied for online. The application is followed by a visit in person to a Finnish mission (embassy, consulate) in your home country or country where you reside legally for submitting your biometric data and for an interview. Please note that an appointment is mandatory, and, in most cases, you will have to travel outside of your home state / city for the appointment.

When applying for a residence permit, a financial statement is also required. You will be requested to show that you have sufficient funds to support yourself during your stay in Finland. In addition, you must attach a copy of a comprehensive health insurance coverage to the application.

Further information on residence permits for studies is available on the website of the [Finnish Immigration Service](#) (Migri). It is a good idea to also check the website of the Finnish mission for any country-specific instructions. You will find the contact details of Finnish missions at [Finland Abroad](#).

The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Master's F'Degrees, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates is shared with the Agency through the [EACEA Mobility Tool](#) and treated according to the following [privacy statement](#).

10 Bank account

Banking in Tallinn

Non-resident students without a [Temporary Residence Permit](#) cannot open an Estonian bank account for free. Account opening fees can range from 100 to 200 euros depending on the bank and your citizenship. This is due to anti-money laundering laws and restrictions on opening a bank account for non-residents.

If you are here on a D-visa and cannot apply for a TRP or are yet to receive it, you can look into opening a bank account with one of the following online banks or financial service providers: [N26](#), [Revolut](#), [Wise](#). *

Most of these offer free accounts with no monthly fees and give you a European IBAN, which allows you to receive and send bank transfers in Estonia (e.g. to receive scholarship payments and pay rent or tuition fees).

We recommend you thoroughly research which one of these options is the most suitable for you as there may be citizenship and residency-based restrictions.

Residents: all TRP holders and [EU citizens who have registered themselves as residents in Estonia](#), should be able to open an Estonian bank account with no issues. Some traditional

banks operating in Estonia are [LHV](#), [SEB](#), [Swedbank](#). * Some of them have bank cards with deals and benefits aimed at students or young people in specific age groups, so we recommend you look through different banks to find the best option for you.

** The university does not endorse any of these providers over the other and cannot advise you on this matter any further. It is up to you to do the necessary research.*

Open a bank account in Porto

You can go to any Bank in order to open an account. For your convenience, you can choose the Bank located in or near the university. Banks usually open Monday to Friday, from 8:30 am to 3:00 pm and are closed on weekends. To carry-out your everyday charges, an ATM card will be given to you.

Required documents:

- Personal Identification/Passport;
- NIF* (VAT identification number);
- Proof of Residence;
- Proof of enrolment at the University;
- Depending on the bank, an initial deposit is sometimes required.

*In order to be identified by tax authorities, you will need a VAT number (NIF in Portugal). The NIF request is free of cost and immediate. All you have to do is go to the Finance Service at the Loja do Cidadão (Citizen Information Office). The Citizen Information Office is your gate into Portugal. This is where you, as a citizen, will find several services; check [here](#).

Opening a bank account in Finland

Setting up an account in Finland can take a while. This is because you need to have a Finnish ID code that you only get after your registration in [Digital and Population Data Services Agency](#).

When you want to open a bank account, always make an appointment with the bank and ask about the documentation you need to have with you when you visit the bank. Banks may be able to get your account number immediately, but getting a bank card will take longer and access to internet banking may take up to four months. Online banking identification/codes often act as your electronic ID when accessing services, for example, health or social services or tax services. Many other services utilise the codes as well.

There are several banks to choose from in Finland, and it is your choice which bank to use. The services are very similar, and all banks are safe and good to use. Almost all banks charge for their banking services; the fees vary from bank to bank.

11 Preparing to study for the 1st semester at TLU

The most current orientation tips and events can be found from Tallinn University website <https://www.tlu.ee/en/exchange>.

However, below is a general check list of issues that are good to check out:

1. Check the [timetables](#).
2. Take part in the [Orientation](#) for international students.

3. Obtain the Tallinn University e-mail account (room: S-203, Silva building, during Orientation in A-117).
4. Register for courses - please respect the registration deadlines set by the academic calendar. You can only register for courses after you have opened the university email account.
5. Sign a tenancy agreement in your dormitory or private apartment.
6. If you are a **non-EU student** who does not need a visa to enter Estonia and you are staying in Estonia for more than three months, then you have to apply for the long-term visa - D-visa - in Estonia. Please book an appointment online. **Please note: we strongly advise obtaining the visa before arrival in Estonia even if you can enter Estonia without a visa.**
7. If you are an **EU student**, please go to the Population Register to register your place of residence. After you have registered your place of residence, please go to Police and Border Guard Board (P. Pinna 4 or A. H. Tammsaare tee 47) to apply for the Estonian ID card. Please book an appointment online. With the ID card, you can use public transportation for free in Tallinn.
8. If required, register at your country's embassy.
9. You can apply for an Estonian Student Card or ISIC card at www.minukool.ee. For additional information, go to the Student Union (room S-140).
10. Obtain a library card (www.tlulib.ee).
11. Take part in the events organised by the Tallinn University International Club and Erasmus Student Network Tallinn

12 Student life

Student life in Tallinn

Tallinn University has a **library**, but there are also other wonderful libraries in Tallinn city. The university library has online database access, and books are available online and physically. The library also offers silent spaces for studies and teamwork.

The website for the Tallinn University library is: <https://www.tlulib.ee/en/>

Besides the university Library, Study Center and Film and Media Library within Tallinn University campus, there are other public city libraries that offer the opportunity to borrow books upon registration of a reader's card, such as:

[National Library of Estonia](#)

[Tallinn Central Library](#)

[Department of Literature in Foreign Languages](#)

Accessibility of the Study Buildings

The university's main campus provides facilities for independent wheelchair use:

Terra building (Narva Road 25) – first-floor rooms (marked with the prefix 'T') and through the Astra building, the third and fourth-floor rooms. The second floor is accessible by using the stair climber situated on the first floor of the Terra building.

Astra building (Narva Road 29) – rooms on all floors (marked with the prefix 'A'). The building has toilet facilities designed for people with special needs.

Silva building (Narva Road 29) – rooms on all floors (marked with the prefix 'S') are accessible through the Astra building. The second floor is accessible from the second floor of the Mare building.

Mare building (Uus-Sadama Street 5) – rooms on all floors (marked with the prefix 'M'). The building has toilet facilities designed for people with special needs.

Nova building (Narva Road 27) – rooms on all floors (marked with the prefix 'N'). The building has toilet facilities designed for people with special needs.


Vita Building (Narva Road 27) - rooms on all floors (marked with the prefix 'V') are accessible through the Nova building. The building has toilet facilities designed for people with special needs.

TU Academic Library (Rävala Avenue 10) – some reading halls are accessible by wheelchair. To assist people with impaired vision, the first and last steps of all staircases in the university buildings are marked with red-white stripes (or black-yellow stripes in the Silva building). The reading device Tieman Reader Colour is available for people with impaired vision at the TU Academic Library (Rävala Avenue 10) and the Study Centre (Astra building, second floor). Tallinn University student dormitory (17 Karu Street) provides accommodation specially designed for students using a wheelchair. The dormitory is located in the centre of Tallinn, near Tallinn University. In 2010, a three-room, specially designed apartment was opened in the student residence for tenants with special needs. The apartment consists of two single rooms and one double room. The double room is designed to accommodate an additional person who is accompanying a student with special needs. The apartment is located on the first floor - the entrance is located besides the parking spaces and opens with a magnetic card. The stairs are equipped with a platform lift. (More information: <https://www.tlu.ee/en/accessibility-study-buildings>).

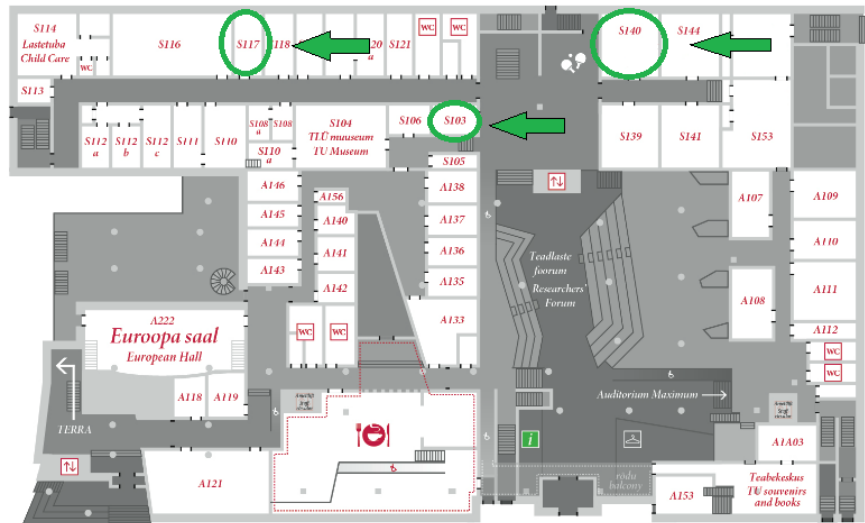
Student Support Centre

Tallinn University Student Support Centre is for advice for career and academic study planning or maintaining a strong mental balance. The office is located in Silva building on the 1st floor room S-140 and our counselling rooms are S-103 and S-117.

ASTRA/SILVA

 (+372) 640 9171

I KORRUS FLOOR



 Astra hoone kolmandal korrald on paigutatud inimeste jaoks Terra hoone korruste ja neljandale korrusele. / There is an elevator for people with disabilities allowing access from the III floor of Astra building to the III and IV floors of the Terra building.

The objectives of the Student Support Centre:

- to support students in their studies,
- to offer several services that help students develop personal life skills and achieve success in the labour market.

All our services are strictly confidential and free of charge!

- Career Counselling
- Academic Counselling
- Psychological Counselling
- Support for students with disabilities

Strict confidentiality is assured. (More information: <https://www.tlu.ee/en/student-support-centre>)

Free counselling services outside of the university

- Online counselling sessions (up to 26-year-olds) by peaasi.ee
- Ohvriabi offers individual, online and on-the-phone counselling sessions: <https://www.palunabi.ee/en>
- Online-based psychological counselling <https://lahendus.net/en/>

Other important contacts

- First aid: 112
- Ohvriabi phone number (24/7 free of charge): 116 006. When calling from abroad +372 614 7393
- E-mail: kriisiabi@sotsiaalkindlustusamet.ee
- Human trafficking prevention hotline +372 660 7320
- Hotline for Abolition of violence +372 660 6077

Emergency rooms of psychiatric clinics:

- Tallinn 617 2650
- Tartu 731 8764

- Narva 357 1795
- Pärnu 516 0379
- Viljandi 435 4255
- Ahtme 331 1074

Safety Tips from the Estonian police

Sports Facilities

The most affordable gym option is University Gym!.

Other Tallinn city gyms can be accessed with a QR code generated by a mobile app. The gyms are open 24/7.

Lemon Gym offers a medium range price. These gyms are located so they can be comfortably accessed on foot, by car or public transport.

MyFitness has a total of 15 locations in Tallinn and the fitness clubs provide a variety of training opportunities and equipment. The price range varies based on the package.

Swimming pools in Tallinn

The swimming pools that are located in the centre of Tallinn are Kalev Spa and Reval Sport.

The ones located further away from the city centre tend to offer cheaper entry tickets. Most swimming pools also offer personal swimming instruction, long-term tickets, student discounts and some swimming pools have saunas.

User Account and E-mail

Tallinn University user account joins a person's personal data with their username in the University's computer network and determines their rights in using the University's information systems and computer networks.

Students who have an Estonian ID card or mobile-ID can register the user account at <https://passwd.tlu.ee/>.

Students who don't have an Estonian ID card or mobile ID can register the user account on the day of admission to the University in room S-203.

Reception times of user account administrator Henni-Maria Johanson, henni-maria.johanson@tlu.ee, phone +372 640 9193, room S-203 (Silva building)
reception times are Mon–Fri 10.00–12.00, 13.00-16.00 (upon agreement)

Important web addresses

Studies Information System ÕIS (ois2.tlu.ee) account will be activated on the day that it is created.

For new students, the University's user account will be linked to the ÕIS account one day after it has been created. Students will lose their rights in the ÕIS system at the moment of exmatriculation.

Google services:

E-mail: gmail.tlu.ee – account will be active on the day of creation.

Calendar: gcalendar.tlu.ee

Drive: gdocs.tlu.ee

Scientific databases at Academic Library of Tallinn University require you to be logged in: www.tlulib.ee → Resources → Enter databases as TLU user.

Changing the password is at passwd.tlu.ee. You can log in with mobile-ID or your Estonian ID card (using PIN-code). Contact the user account administrator if you have forgotten your password, but you don't have an Estonian ID-card or mobile-ID.

Closing the user account

University user accounts are archived twice a year: in May and in December. The user is informed of their status two weeks prior to the archiving process.

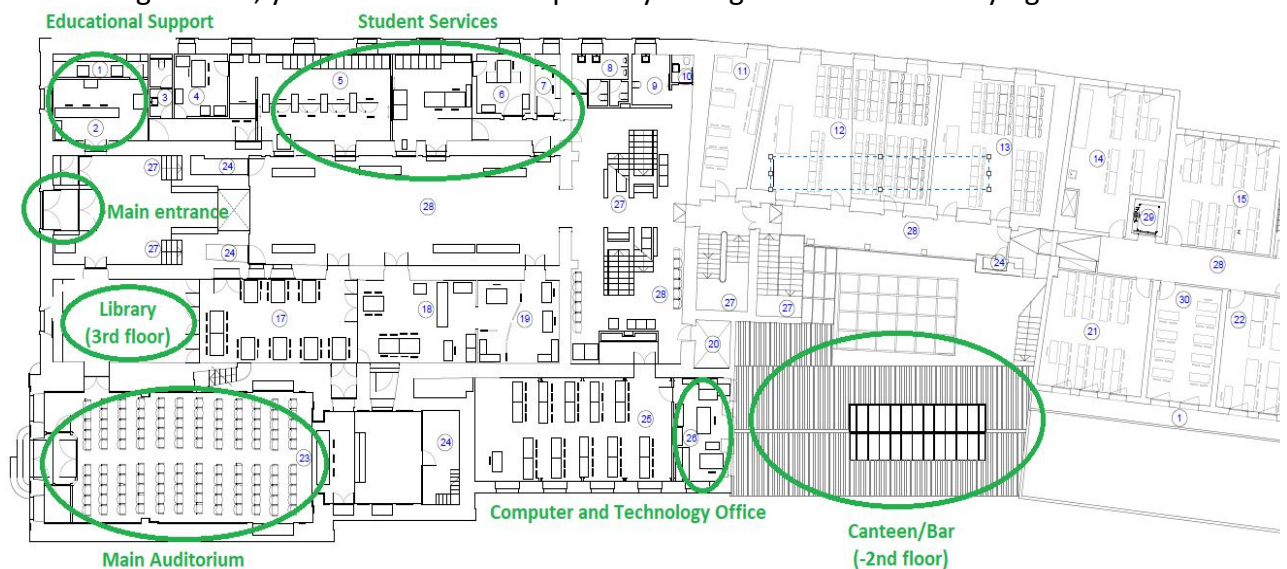
If a user has created files in the Google environment (Google Drive, Google Classroom) which have been shared with others, the owner must remove them or transfer ownership to someone else. Files in Google Drive (including Google Mail and Google Calendar) can be backed up with Google Takeout.

The user account is held in the archive for two years, after which it is deleted. Restoring the account will not be possible after that.

Student life in Porto

The Lusófona University is located at a strategic point, overlooking the Douro River, near the D.Luís Bridge and the Cathedral of Porto. It is served by the entire public transport network of Porto, STCP lines, streetcars, lines of Private Operators, Train and Metro, not forgetting the easy access by car.

In the image below, you can see the main points you might need while studying at Lusófona.



Technological Services available at the University

B-ON Library: [Início - Victor de Sá Biblioteca Universitária \(ulusofona.pt\)](http://Inicio - Victor de Sá Biblioteca Universitária (ulusofona.pt))

Moodle E-Learning: Moodle is the e-learning platform that gives you access to your course content and highlights key University news.

[E-Learning Ensino Lusófona \(ensinolusofona.pt\)](http://E-Learning Ensino Lusófona (ensinolusofona.pt))

University E-mail: As a student of Lusófona University, an automatic email is created that gives access to the Office365 account to download or use the different services included.

[Gmail \(google.com\)](mailto:Gmail (google.com))

Academic Portals: Here, you can independently access multiple services for students and teachers.

[Netpa página de entrada \(ensinolusofona.pt\)](http://ensinolusofona.pt)

Lusófona Mobile Application (APP) for students: Lusófona Mobile is an application that Lusófona University has prepared for all students. With Lusófona Mobile, you can check your timetables, grades, enrolment, news, current average, number of ECTS, and more.

[Aplicação Móvel Lusófona Ensino \(App\) | Universidade Lusófona](#)

Wi-Fi Network Access: On University campus you have the option to connect to the “eduroam”, a network specifically for students and staff.

[Acesso à Rede Wi-Fi | Universidade Lusófona \(ulusofona.pt\)](#)

Click - the e-learning portal: At Click, all students, teachers and employees of the Lusófona Community can find information and ways to access the resources and technologies we make available for distance learning and collaboration.

[O Click é o Portal de E-Learning | Universidade Lusófona](#)

Microsoft and Google Services for Education: Lusófona University offers you the latest version of Office 365 for PC or Mac, with the latest version of Word, Excel, PowerPoint, Outlook and OneNote. We also offer you unlimited space in the cloud through OneDrive to store your photos, videos and documents, access and edit documents on tablets and smartphones for Windows, Android or iOS operating systems. This license can be used on 5 PC's or MAC's plus unlimited mobile devices.

[Office 365 | Universidade Lusófona](#)

The helpdesk service exists to ensure that all students have access to the online services that Lusófona University offers. If you have any difficulties, please send an email to:

helpdesk@ulusofona.pt

Accommodation

If you need help finding accommodation, you can contact our partners and take advantage of the discounts they offer you for being our student.

Lusófona University in partnership with U-World University Residences:

- The Gallery House, 116 Galerias de Paris Street
- The Baron's House, Rua Barão Nova Sintra, 434
- Email address: residencias.universitarias@scmp.pt
- Reservations and/or information: (+351) 913 838 275
- Booking of visits: (+351) 913 838 532

In order to guarantee the validation of the reservation and the respective special conditions, the student must fulfil all the procedural obligations of the reservation, such as including proof of enrolment and registration.

General contacts of Lusófona University:

- E-mail: info.cup@ulusofona.pt
- Phone number: (+351) 222 073 230
- Opening hours: 10am – 7pm
- Calling hours: 9am - 8pm

Other important contacts

- General Emergency Number: 112
- In non-urgent cases, we advise you to contact the number (+351) 808 24 24 24 before heading to the hospital's Emergency department.
- Hospital Center Universitário de Santo António: (+351) 222 077 500, Address: Largo do Prof. Abel Salazar
- Porto Municipal Police: (+351) 226 198 260
- Public Security Police: (+351) 222 092 000

Student life in Tampere

At the Tampere university community, our communal culture is built on active student participation. Our shared values are proactivity, a keen interest in the activities of our university community, a sense of responsibility, a commitment to effective academic progress and learning, and peer networking. Our students are actively involved in development activities that concern them.

Studying in a Finnish university might differ quite a lot from what you are used to. Hierarchy in Finnish universities is usually exceptionally low and the relationships between students and teachers are relatively informal. Most teachers and other staff often invite you to call them by their first name.

Our university community, our student organizations and the City of Tampere provide many extracurricular activities where you can easily find like-minded people and quickly get settled in Tampere. As a student, you will also be entitled to numerous services and benefits across the university community and the city that will help make your life easier and more fun.

There are plenty of possibilities to find a place to stay in Tampere. Tampere Student Housing Foundation and several rental companies as well as private providers offer housing for students.

[Student Housing](#)

[Health care services](#)

[SportUni](#) provides high-quality and versatile sports services for the students and personnel of Tampere Universities. You can use the services of three campuses for just one affordable fee!

14 Transports of the cities

To Tallinn by Air

There are direct flights or connections to Tallinn from many European cities. Lennart Meri Tallinn Airport terminal is only 4 km from the city centre, and it provides a wide variety of services. The city centre is easily reachable by public transportation, taxi and Airport Transfer.

By Sea

Ferries cross the Gulf of Finland between Tallinn and Helsinki several times a day. Hydrofoils and jet cats also run from late spring to late autumn.

Ferries from Tallinn to Stockholm leave every other evening and the trip takes approximately 15 hours. The ferry terminals are located within walking distance of the Old Town.

From the port you can take bus no. 2 to the city centre. Tallinn University is within walking distance of the city centre.

Ferry operators: Tallink, Viking Line, Eckerö Line.

By Bus

International bus lines connect Tallinn to many European cities. For up-to-date information see Lux Express and Ecolines.

From the bus station you can take bus no. 17 or tram no. 2 or 4 to the city centre. Tallinn University is within walking distance of the city centre.

Instructions for Tallinn taxi passengers

Tallinn city map

Getting around in Tallinn

We are located in the centre of Tallinn, next to Kadriorg Park and the Tallinn bay. A strip of land beside Narva Road situates most of our educational, research and creative activities. Only a few areas of study are located outside the main campus.

By bicycle

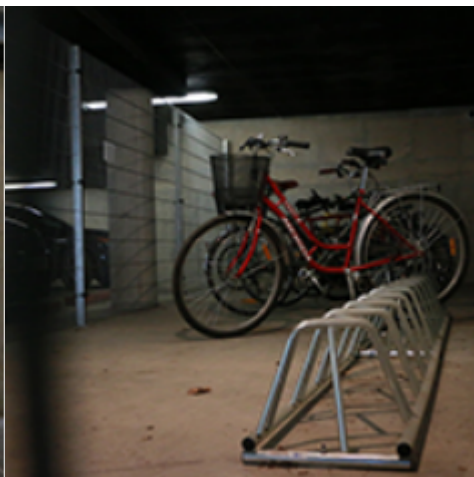
Three outdoor parking lots and an indoor parking lot under the Astra building are available for bicycle parking on the university grounds.

In front of Terra building and front of Mare building (outdoor parking with video surveillance)





Behind Mare building (outdoor parking with video surveillance). The bicycle parking facility is located between the Silva and Mare buildings. Below Astra building (indoor parking). Admission is based on a badge for both staff and students.



By tram

Tallinn University is the only university in Estonia that is accessible by tram. Take tram no. 1 or 3 from the city centre or Kadriorg and leave at the Tallinn University stop.

By bus

Tallinn University is also accessible by bus: use the lines no. 1, 1A, 5, 8, 19, 29, 29A, 29B, 34A, 35, 38, 44, 51, 60, 63. Get off at the Uus-Sadama stop when heading in from the city centre, and at the Kreutzwaldi stop when coming from Pirita or Lasnamäe.

To Porto

The Lusófona University campus is served by the entire public transport network in Porto.

By Air

Francisco Sá Carneiro Airport, also known as [Porto Airport](#) is located near the city of Porto, 12 km from the city centre. When you arrive, you'll have a whole network of [Public Transport](#) available to take you to the centre of Porto.

- [Metro](#): Line E (Purple) runs every 20 or 30 minutes (depending on the day of the week).

- **Buses:** The public transport network provides bus connections from the airport to various parts of the city.
- **Shuttle:** At the airport you have at your service a range of shuttles making connections to the city centre.
- **Taxi:** Taxis circulate 24/7 all throughout the city

By Bus

Lusófona University is accessible by bus, you can take any of these buses: Batalha- 200, 201, 202, 207,301, 303, 305, 400, 500, 600, 900, 901, 904, 905 and 906.

By Car

You can follow any of these directions by car, depending on the area you are in:

- A1 > Lisboa > Porto (departures Porto Freixo);
- A3 > Valença > Porto (departures Porto/Antas/Freixo);
- A4 > Amarante – Porto;
- IC1 > Caminha – Porto;
- C2 > IC 24 Porto.

By Train

Lusófona University is a few meters away from the [São Bento Station](#). Through this [link](#) you can check all the timetables and prices.

By Subway

Lusófona University is also a few meters away from the [Subway Station](#).

To Tampere

Please check if you need a [residence permit](#), a [mobility notification](#) or a [Schengen visa](#) (temporary visit of less than 90 days) to enter Finland for your studies. This depends on your citizenship and how long your studies will last.

Even if you do not need a visa to visit Finland, you need a valid passport or some other [travel document accepted by Finland](#). The document must be valid for at least 90 days after your intended date of departure from the Schengen area. In addition, the passport or other travel document must have been issued no later than ten years ago. In case you do not need a visa, you can stay in Finland or in the territory of other Schengen state for 90 days in any 180-day period.

Flights to Helsinki arrive at Helsinki Airport (about 20 km from the city centre of Helsinki) and to Tampere at Tampere-Pirkkala Airport (about 20 km from the city centre of Tampere). For those landing in Helsinki, the most convenient and environmentally-friendly option is to first take [the train](#) from the airport to the railway station in Tikkurila and then continue by train to Tampere. Trains run every hour in the daytime, and the journey from Helsinki Airport to Tampere takes about two hours. [Expressbus](#) runs from Helsinki Airport to Tampere, also during night time. There are buses running between Tampere-Pirkkala Airport and Tampere city centre; remember to check if the [bus connection](#) suits your flight's timetable. Taxis are on call at the taxi stand in front of the airport in accordance with flight schedules; the ride to the city centre can cost up to 80 euros depending on the time of your arrival.

Once in Tampere, Tampere University's [city centre campus](#) is located within a short walking distance from the railway station or bus station.

13 Checklist

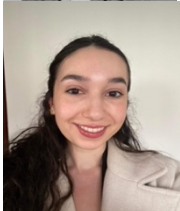
What should I do first after I getting accepted for the Artificial Intelligence for Sustainable Societies Master programme?

- Confirm acceptance in DreamApply online/ email to TLU admission office
- Pay the semester fee for the first semester at TLU
- Get the student visa
- Find accommodation in Tallinn
- Get health insurance
- Register your new address
- Open a bank account
- Get a student card
- Get a reduced-rate for public transportation ticket – student ticket
- Sign up for the university facilities (e.g., library, lectures, Moodle via TLU ÕiS)
- Apply for a residence permit within three months of arrival (non-EU students).

14 Contact information



The first contact in Tallinn University is Kristi Oikimus
(kristi.oikimus@tlu.ee)



At Lusófona the contact is Raquel Lopes
(raquel.lopes@ulusofona.pt)



At Tampere University the contact is Anna Castrén
(anna.castren@tuni.fi)

15 The Erasmus Mundus Students and Alumni Association (EMA)

Erasmus Mundus suggests strongly all students to join the Alumni Association (EMA). They have various events, career possibilities and wonderful communities.

The Erasmus Mundus Association (EMA) was founded in 2006 and is one of the biggest culturally diverse and interdisciplinary Student and Alumni organisations present worldwide. More than 12,000 students and alumni are EMA members, spread over 174 countries. EMA is an NGO, politically independent and non-profit.

The mission of the Association is to build a strong community and provide an opportunity for members to make a positive difference by strengthening civic participation, education, and other development initiatives. This is facilitated by providing a forum for networking, communication and collaboration, and also offers an exchange platform for students and alumni. EMA contributes to the successful internationalisation of Higher Education by promoting Erasmus Mundus as a European programme of excellence in international education and advocating for Erasmus+ through the unified voice of students and Alumni.

Please visit their site: <https://alumni.europa.eu/>

We wish you luck, enthusiasm and plenty of great expressiveness!

The full team of partners and associates' partners of AISS-programme!

