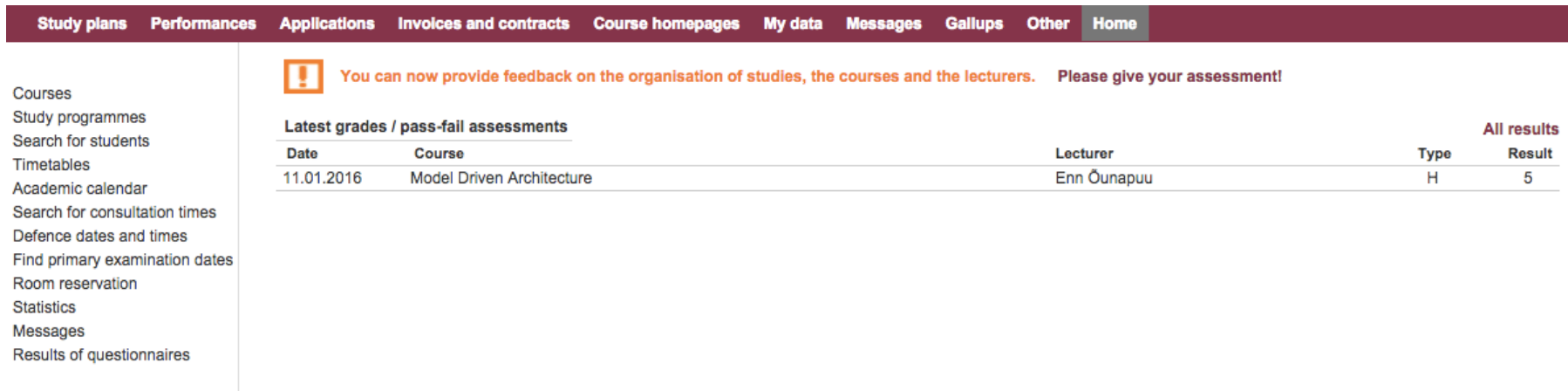



HOW TO SUBMIT YOUR PRACTICE APPLICATION

1. Log into your Study Information System (ÕIS).



Study plans Performances **Applications** Invoices and contracts Course homepages My data Messages Gallups Other Home

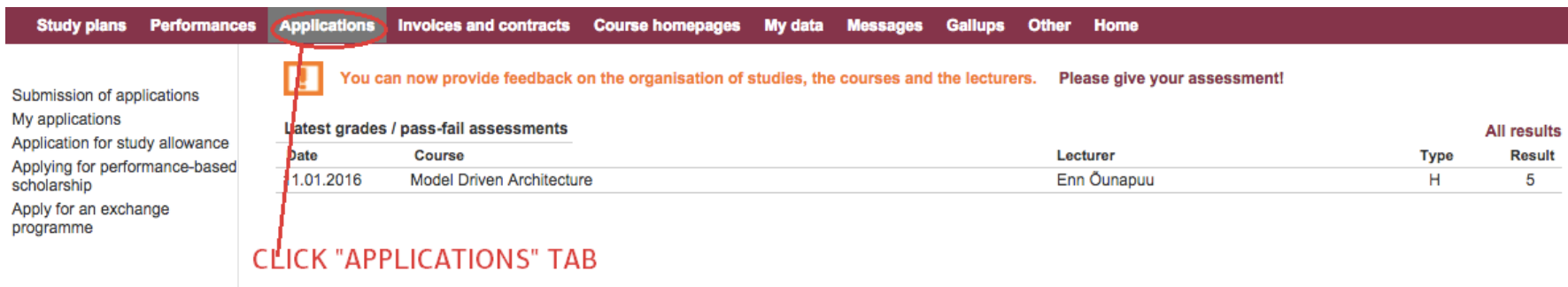
 You can now provide feedback on the organisation of studies, the courses and the lecturers. Please give your assessment!

Latest grades / pass-fail assessments


Date	Course	Lecturer	Type	All results Result
11.01.2016	Model Driven Architecture	Enn Õunapuu	H	5

Courses
Study programmes
Search for students
Timetables
Academic calendar
Search for consultation times
Defence dates and times
Find primary examination dates
Room reservation
Statistics
Messages
Results of questionnaires

2. From the top menu choose „APPLICATIONS“ tab



Study plans Performances **Applications** Invoices and contracts Course homepages My data Messages Gallups Other Home

 You can now provide feedback on the organisation of studies, the courses and the lecturers. Please give your assessment!

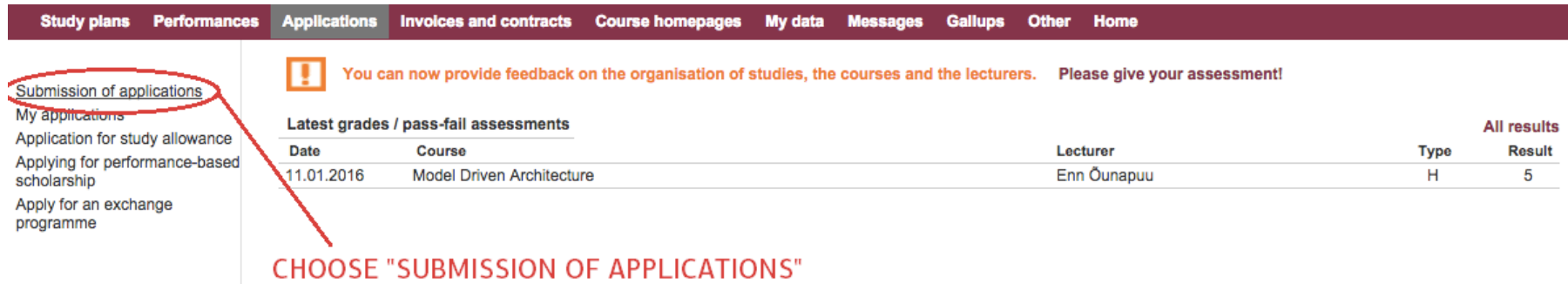
Latest grades / pass-fail assessments

Date	Course	Lecturer	Type	All results Result
11.01.2016	Model Driven Architecture	Enn Õunapuu	H	5

Submission of applications
My applications
Application for study allowance
Applying for performance-based scholarship
Apply for an exchange programme

CLICK "APPLICATIONS" TAB

3. From the left sidebar menu find „**SUBMISSION OF APPLICATIONS**“



Submission of applications

My applications

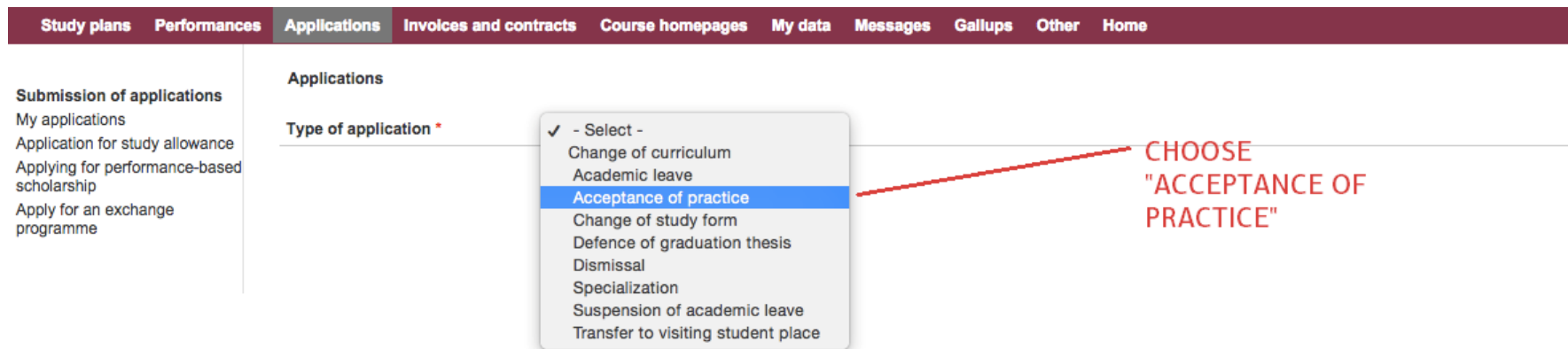
- Application for study allowance
- Applying for performance-based scholarship
- Apply for an exchange programme

Latest grades / pass-fail assessments

Date	Course	Lecturer	Type	All results
11.01.2016	Model Driven Architecture	Enn Õunapuu	H	5

CHOOSE "SUBMISSION OF APPLICATIONS"

4. You´ll come across a drop-down list of the possible applications. Choose “**ACCEPTANCE OF PRACTICE**”



Submission of applications

My applications

- Application for study allowance
- Applying for performance-based scholarship
- Apply for an exchange programme

Applications


Type of application *

- ✓ - Select -
- Change of curriculum
- Academic leave
- Acceptance of practice**
- Change of study form
- Defence of graduation thesis
- Dismissal
- Specialization
- Suspension of academic leave
- Transfer to visiting student place

CHOOSE "ACCEPTANCE OF PRACTICE"

5. After opening of the practice application you'll be able to submit

- Evaluation Form of the Practical Training Supervisor (form in [EST](#) and form in [ENG](#))
- Practical Training Report (form in [EST](#) and form in [ENG](#))
- Fulfil in the ÕIS application

Study plans	Performances	Applications	Invoices and contracts	Course homepages	My data	Messages	Gallups	Other	Home
Submission of applications									
My applications									
Application for study allowance									
Applying for performance-based scholarship									
Apply for an exchange programme									
Applications									
 The current semester (2015/2016 Autumn) of this study programme contains no internships									
Type of application *			Acceptance of practice						
whom			Faculty of Information Technology						
study programme			IAQD02/09 - Information and Communication Technology						

6. Send the application and all the added documents to head of curriculum, Ms. Ingrid Pappel (ingrid.pappel@ttu.ee). She'll evaluate the Practice application and will give you feedback in Study Information System (ÕIS).

7. Be sure the practice application is submitted and accepted by head of curriculum before submitting a declaration of the topic of the graduation thesis. Otherwise you'll be unable to defend.

Find more information

- [Guide for practical training \(IDU006P\)](#)
- [Finding a job / internship in Estonia](#)
- [Doing a practice abroad](#)
- More info at the homepage <http://egov.ee/students/internship/>