

ADMINISTRATION MANAGEMENT AND STUDENT ENROLMENT TRAINING MODULE PRELIMINARY PROGRAMME

Instructors:

Ms. Kadri-Ann Matson

Ms. Keit Kiissel

DAY 1

9:00-9:15 Introduction: overview of the training, introduction of the instructors and participants

9:15-9:30 Briefly about Estonia and Estonian Higher Education

9:30-10:00 Overview of Tallinn University of Technology (TTÜ): quick facts & figures, organisational structure, work division between departments

10:00-12:00 Marketing and Student Recruitment: recruitment process, marketing plan and strategic choices, marketing channels, international student recruitment, measuring marketing activities, best practices of TTÜ

12:00-13:00 Lunch

13:00-15:00 Admission and Student Enrolment: admission process for local and international students, application systems and databases, data management, roles and responsibilities of the staff, best practices and experiences of TTÜ

15:00-15:30 Coffee Break

15:30-16:00 Accommodation: on campus and off campus student housing for local and international students

16:00-17:00 Wrap-up of the day and discussions

DAY 2

9:00-9:30 Services for freshmen: Orientation Days/Meet & Greet Services for newly arrived students

9:30-10:30 Academic consultation during the studies: services provided at the Faculty level regarding study guidance, course registration, timetables, academic leaves etc.

10:30-11:30 Students' databases: overview of electronic study information system, user based approach (student, faculty and administrative accounts)



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11:30-12:00 International exchange studies processes and management

12:00-13:00 Lunch

13:00-14:00 Career Centre: career, internship and psychological counselling, counselling for students with special needs, tutoring

14:00-15:00 Workshop

15:00-15:30 Coffee Break

16:00-17:00 Discussions & conclusions

*Organisers keep the right to make changes in the Schedule.

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