



ORDER

Tallinn

23.08.2018 No 1-9/124

Approval of the price list for the services of the Educational Technology Centre of the Office of Academic Affairs

Based on clause 26.1 of the Financial Regulations approved by directive No 82 of 30 June 2017 (amended by directive No 103 of 3 October 2017 and directive No 34 of 15 June 2018),

1. I approve the price list for the services of the Educational Technology Centre of the Office of Academic Affairs as follows:

No	Description	Unit (hour 60 min/pc)	Degree courses in euros	To TTÜ units in euros	Outside TTÜ in euros
1.1.	Graphic design and layout				
1.1.1.	Creation of animations or simulations	hour	20	25	37
1.1.2.	Designing Moodle e-courses in the learning environment (homepage design, structuring of a course, adding tools and materials)	hour		25	37
1.1.3.	Layout of documents	hour		25	37
1.2.	Counselling on educational technology, pedagogical counselling				
1.2.1.	Preparation of an online test or questionnaire (10 questions)	pc		25	37
1.2.2.	Individual counselling on creating e-courses (methodologies and technologies) for educational institutions	hour		25	37
1.2.3.	Planning classroom teaching - analysis, selection of methodologies, etc.	hour		25	37
1.2.4.	Mentoring	hour		25	32
1.2.5.	Designing a presentation in MS PowerPoint and converting it to a web-based presentation (up to 20 slides)	pc	20	52	75
1.3.	Production of video and multimedia materials				
1.3.1.	Preparation for video recording	hour		10	23
1.3.2.	Video recording and operator services	hour		33	76
1.3.3.	Screencasting for creating tutorials	hour		18	41
1.3.4.	Audio/video processing and editing	hour		18	41
1.3.5.	Digitization of VHS, DV tapes	hour	5	13	29
1.3.6.	Burning to blank DVDs or CDs	pc	3	5	12
1.4.	Video broadcasting solutions				

1.4.1.	Event recording / directed event broadcasts (1 - 2 cameras, screen capture, operator and streaming technician) up to 4 hours	pc		220	506
1.4.2.	Each additional hour of event recording / directed event broadcasting exceeding four hours	pc		45	104
1.4.3.	Echo360 recording / broadcasting (Echo device, 1 camera, operator-technician) up to 4 hours	pc		180	414
1.4.4.	Each additional hour of Echo360 recording / broadcasting exceeding four hours	pc		35	81
1.4.5.	Each additional operator/technician	hour		33	76
1.5.	Organizing videoconferencing in the video conference room				
1.5.1.	Conducting a video conference (max 10 places)	hour			31
1.6.	Provision of technical services				
1.6.1.	U06a-201 and U06-229: videoconferences, Echo360 recordings/broadcasts	hour		33	75
1.6.2.	U06-401: lecture recordings, broadcasts, teamwork, videoconferences	hour		33	75
1.7.	Counselling				
1.7.1.	Use of MS Office software	hour		25	37
1.7.2.	Use of social software	hour		25	37

2. The Head of the Educational Technology Centre has the right to make a discount of up to 25% on the prices for the services listed in clause 1.

(signed digitally)

Hendrik Voll

Vice-Rector for Academic Affairs