UGIS for doctoral researcher

Sanna Ranto, Chief Academic Officer

TURUN YLIOPISTO

UGIS

Information system developed at the University of Turku for the needs of the university's graduate school.

Supervisors are able to see all their doctoral researchers and monitor their progress.

Contains information about all the doctoral researchers and their supervisors in each doctoral programme.

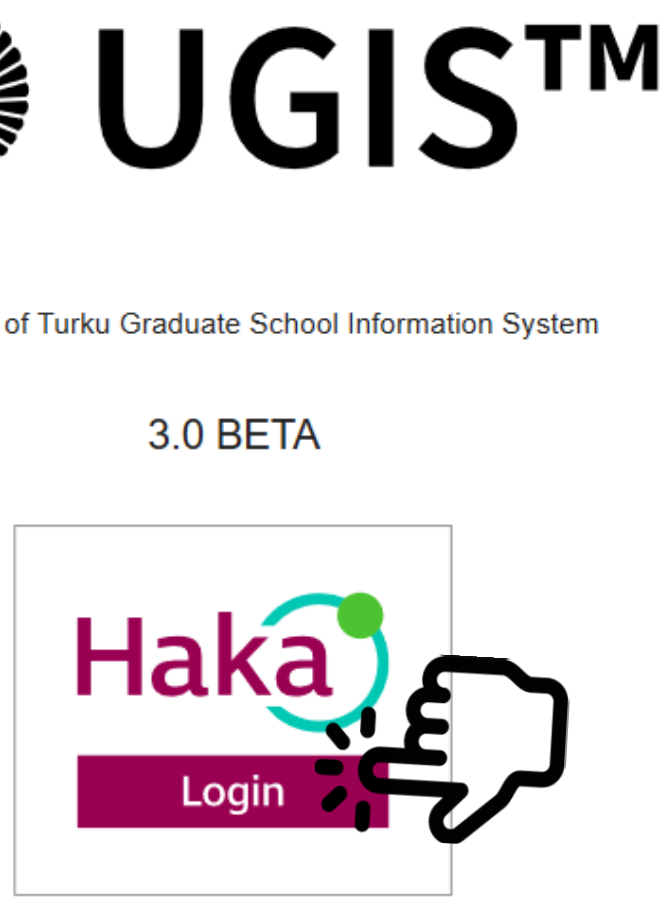
Users: doctoral researchers, supervisors, administrators from the doctoral programmes and faculties, also directors of doctoral programmes and head of departments.

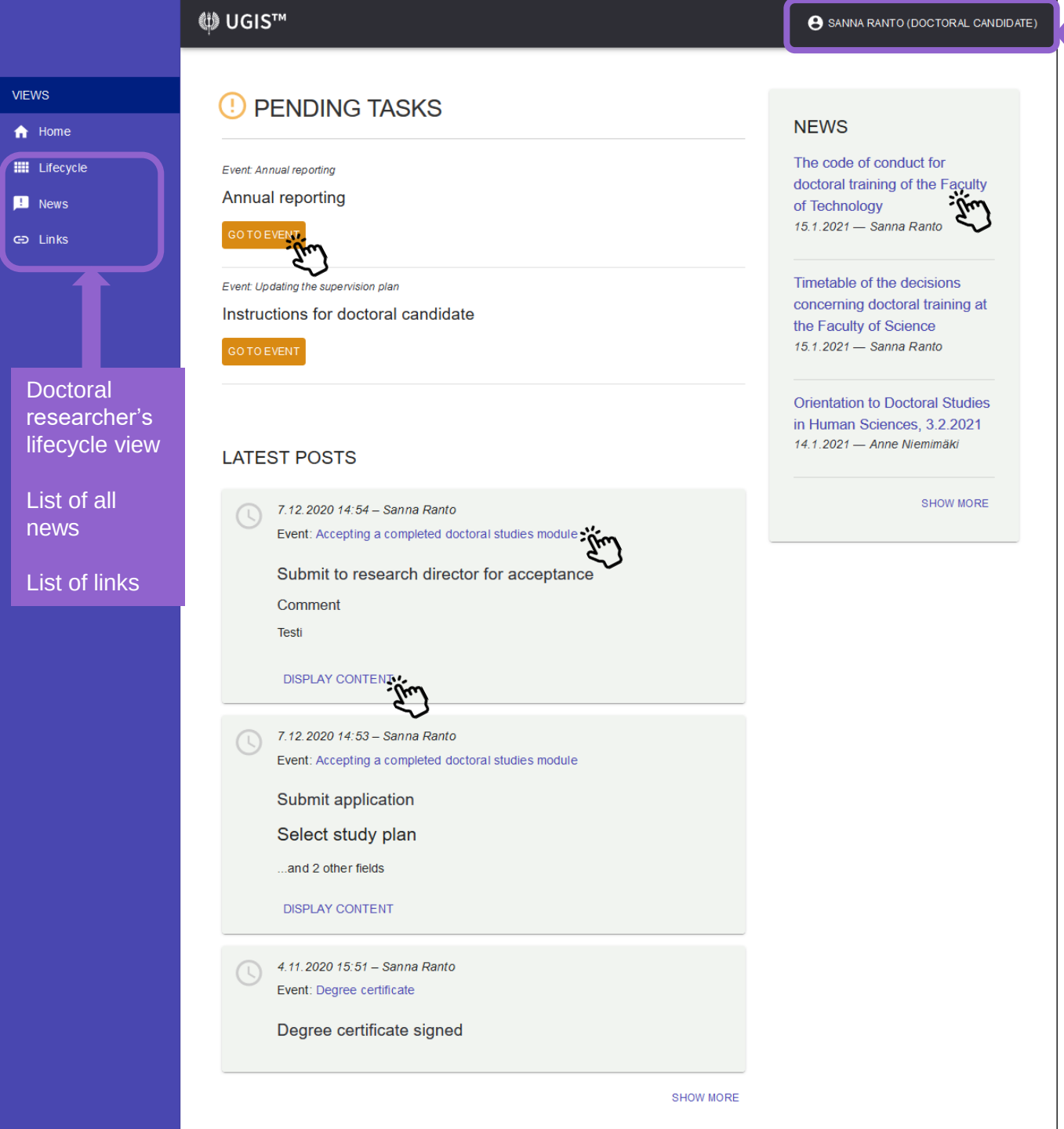
Acts as a portal, which offers instructions as well as digital services such as accepting doctoral studies credits and e-forms related to the dissertation process.

TURUN YLIOPISTO

UGIS 3.0

https://ugis.utu.fi/





Change language and log out

Doctoral researcher's lifecycle view

List of all news

List of links

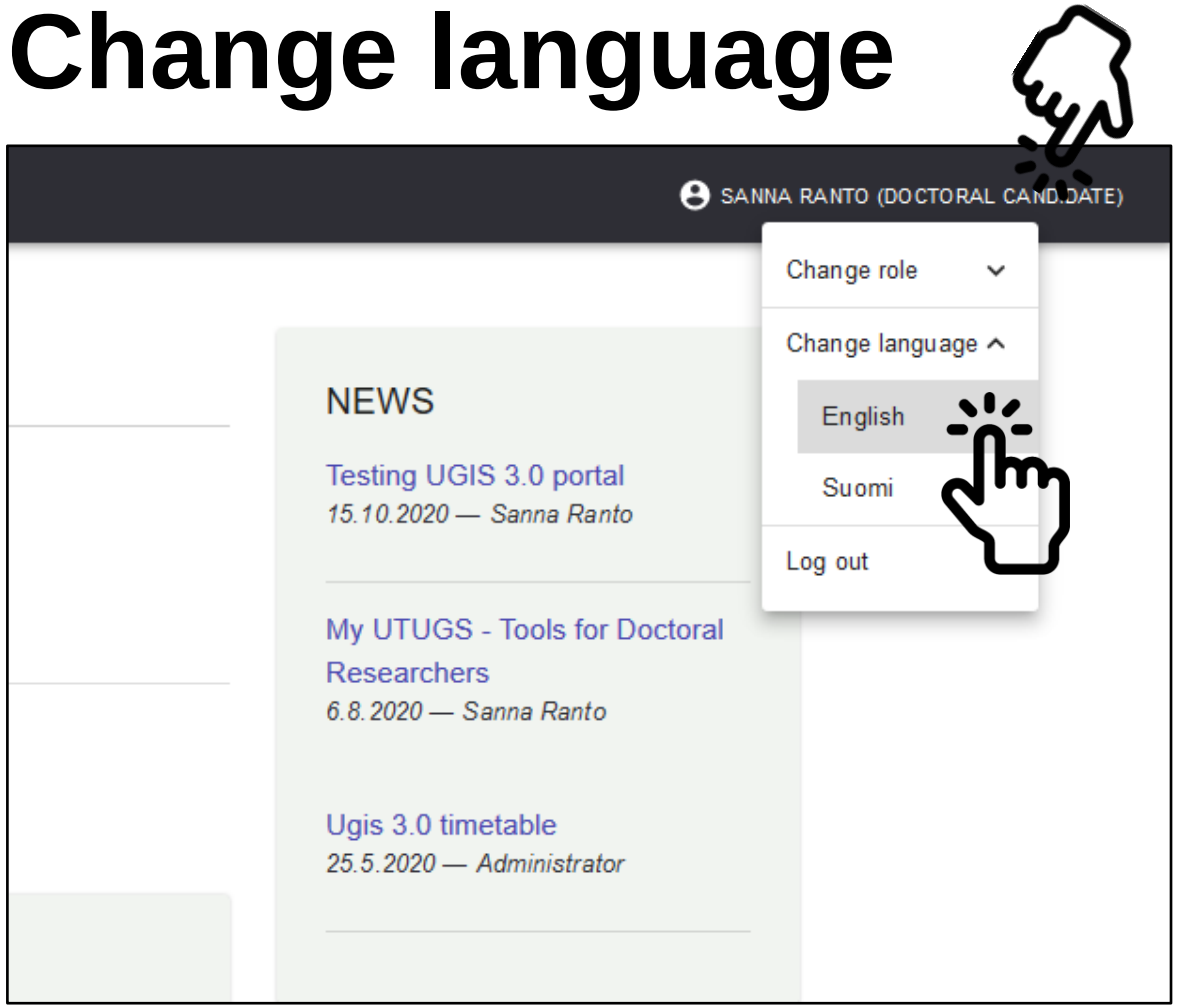
Home

- PENDING TASKS
  - Tasks waiting for your reaction
- LATEST POSTS
  - What has happened in your UGIS
- NEWS
  - The list of the newest news

Click the links to the actual things.

TURUN YLIOPISTO

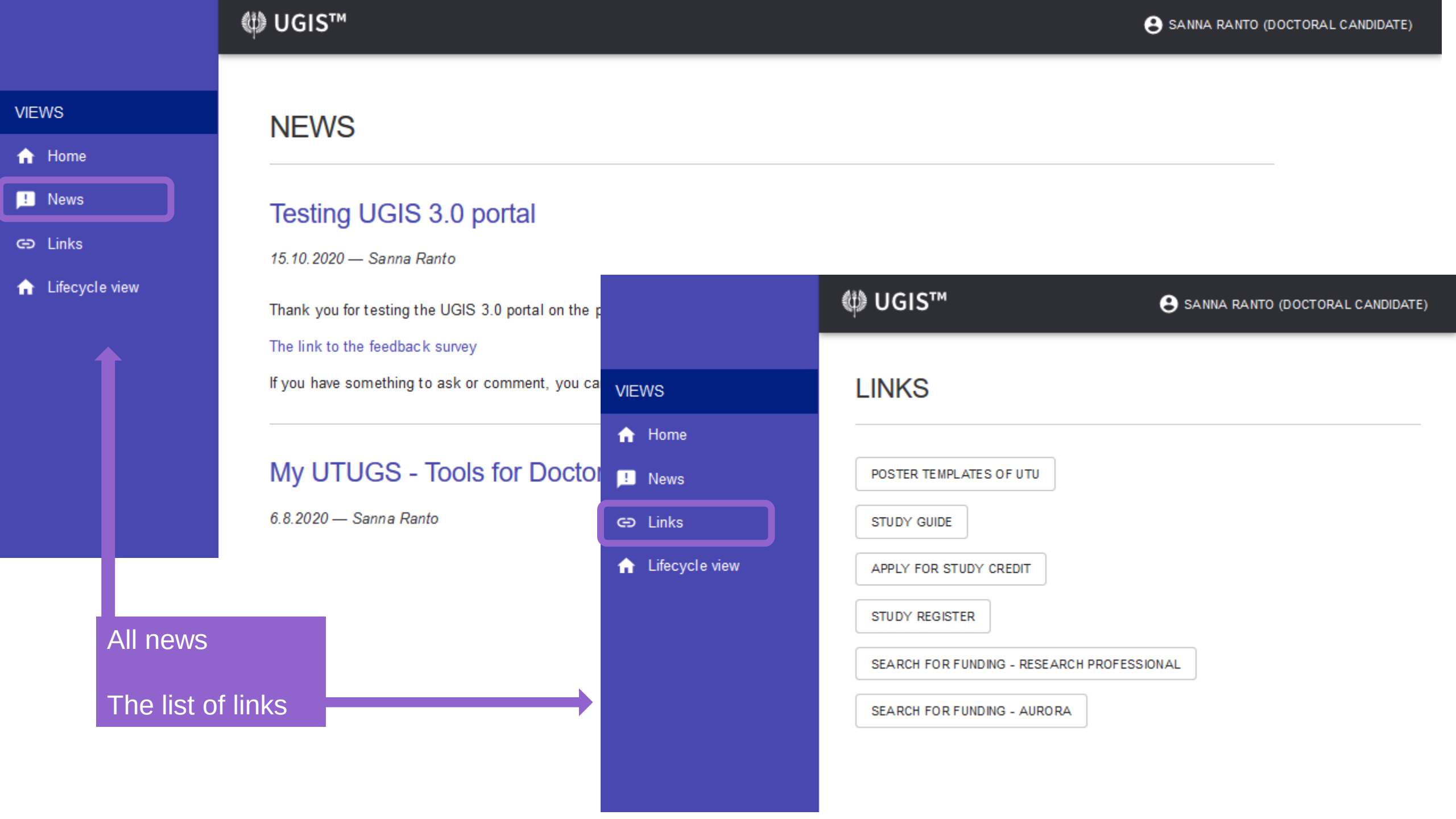
Change language



Select the preferred language from English and Finnish.

You can log out by closing the browser or by clicking *Log out.*

TURUN YLIOPISTO


UGIS™
SANNA RANTO (DOCTORAL CANDIDATE)
VIEWS
Home
News
Links
Lifecycle view
NEWS
Testing UGIS 3.0 portal
15.10.2020 — Sanna Ranto
Thank you for testing the UGIS 3.0 portal on the p
The link to the feedback survey
If you have something to ask or comment, you ca
My UTUGS - Tools for Doctor
6.8.2020 — Sanna Ranto
All news
The list of links
UGIS™
SANNA RANTO (DOCTORAL CANDIDATE)
VIEWS
Home
News
Links
Lifecycle view
LINKS
POSTER TEMPLATES OF UTU
STUDY GUIDE
APPLY FOR STUDY CREDIT
STUDY REGISTER
SEARCH FOR FUNDING - RESEARCH PROFESSIONAL
SEARCH FOR FUNDING - AURORA

Lifecycle view

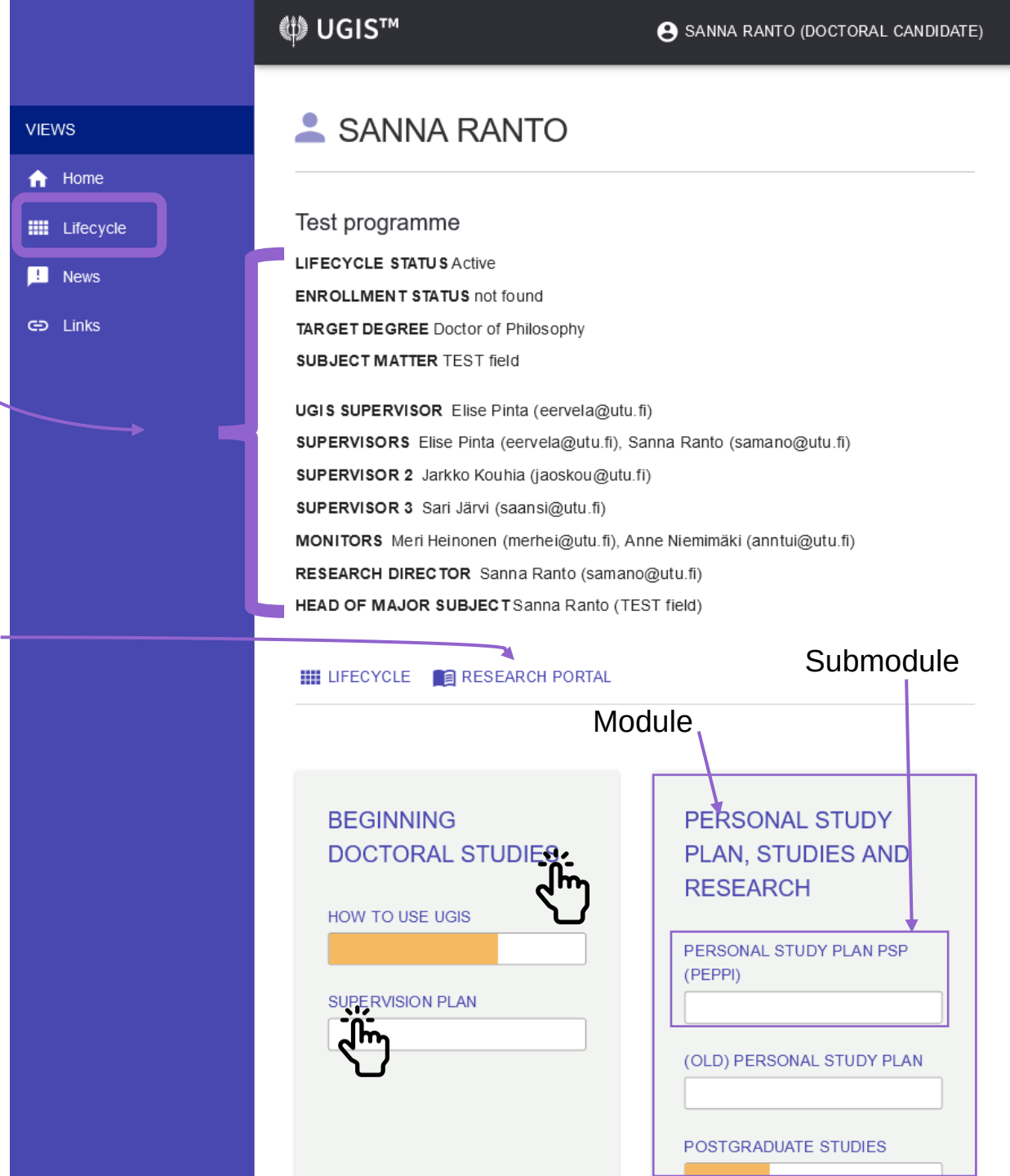
- Information of your doctoral degree study right.
  - Enrollment status is *Attending*, when you have enrolled with the university as an attending student. If this status is *not found*, you have to enroll with the university!
- Information of your UGIS supervisor and other supervisors.
- Moreover you can have: monitors, a research director and a head of major subject.

- **Modules** – these includes instruction
  - Beginning doctoral studies
  - Pesonal study plan, studies and research
  - Supervisory meetings
  - Annual progress monitoring
  - Dissertation process and graduation

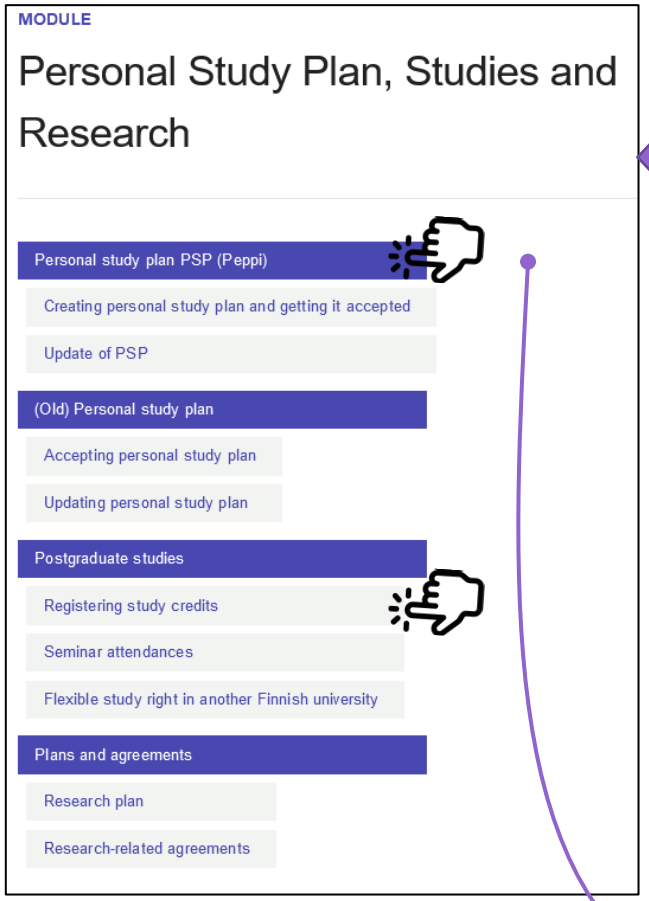
- **Every title in the module box is a link.**

- The colour of the submodule tells the situation of the events.
  - White=not started,
  - Orange=unfinished,
  - Green=ready.

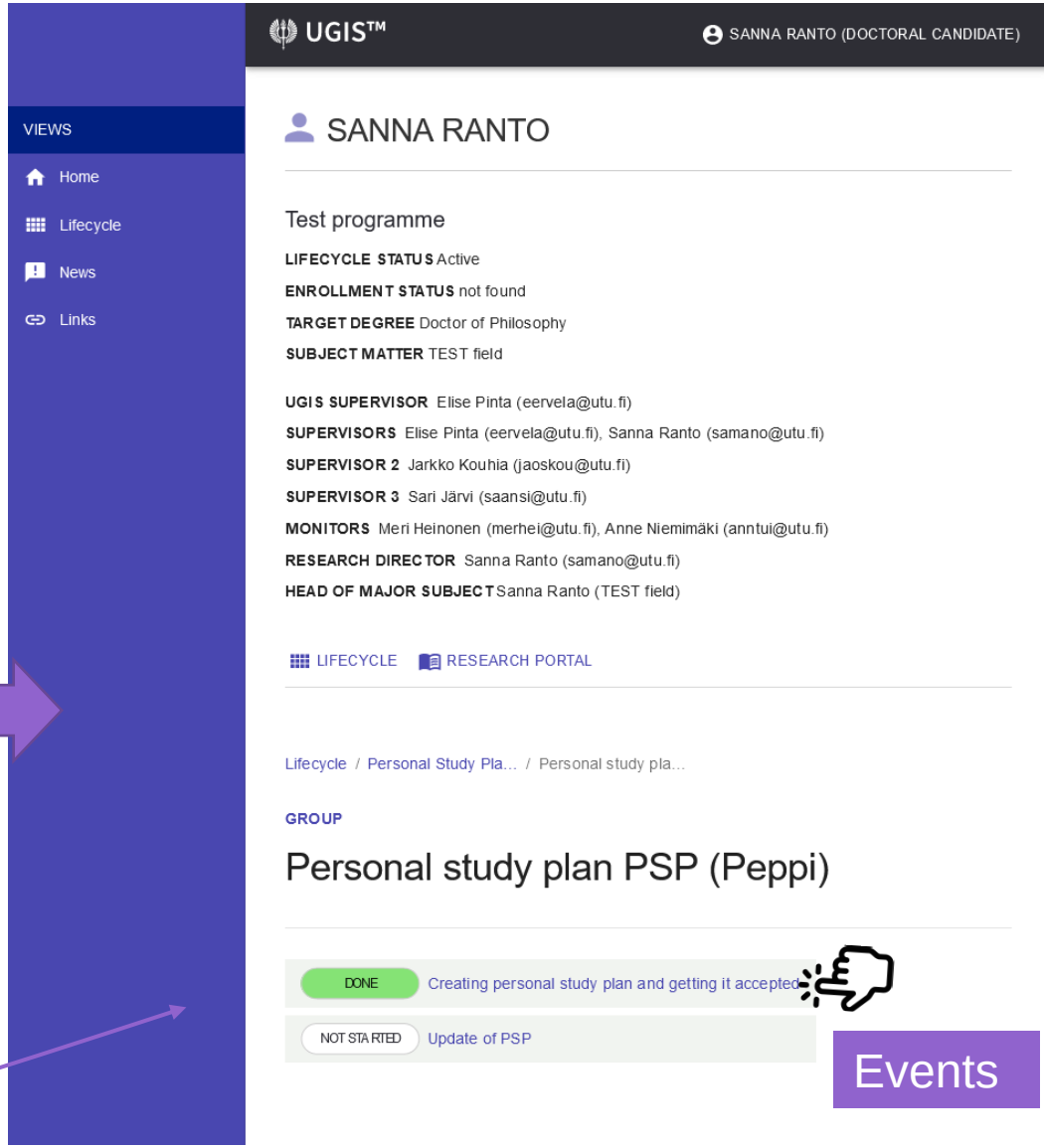
A link to the research portal, where you should add your publication information.



Group view

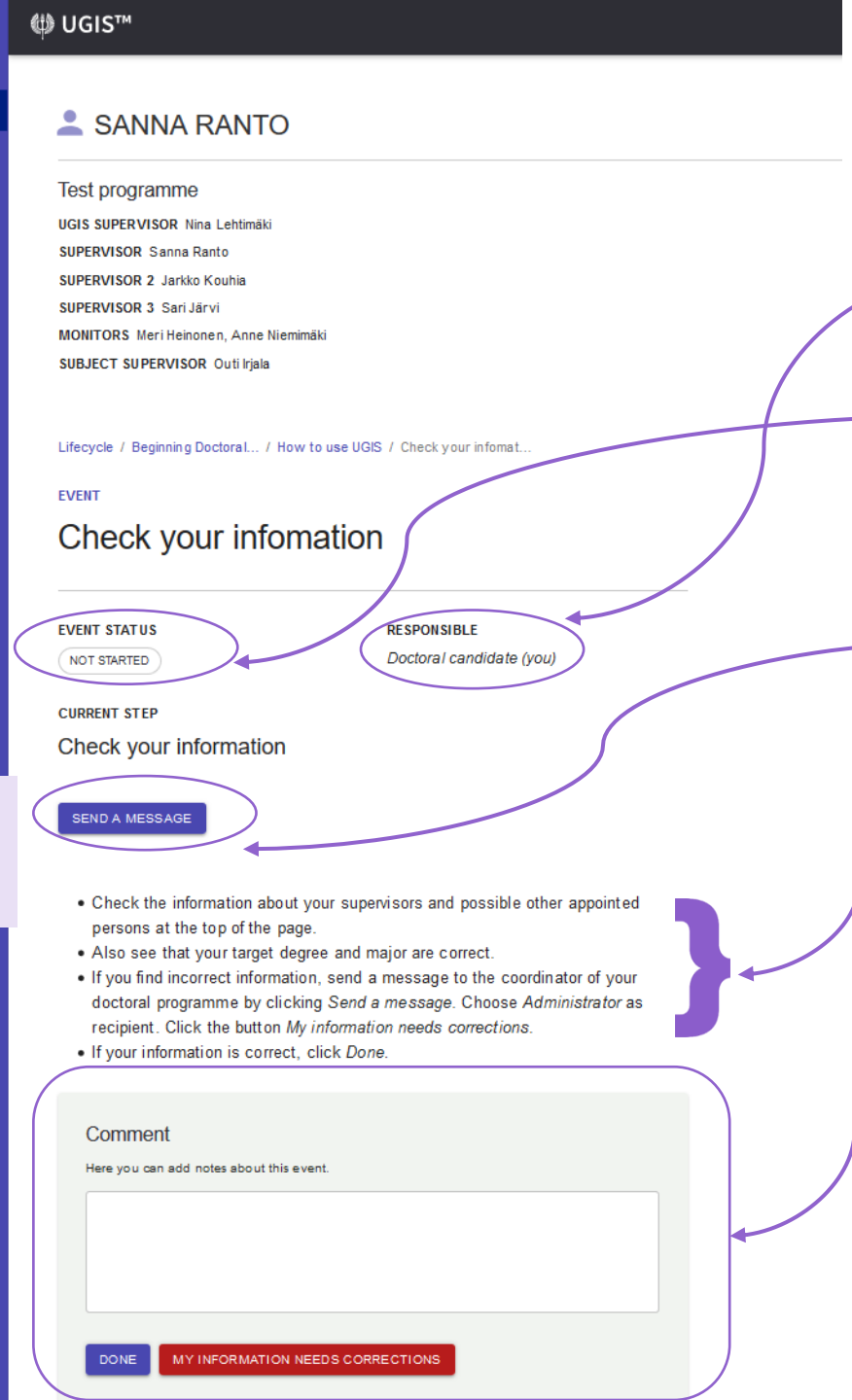


- When you click the main title of a module, you will enter a group view of the module.
- When you click a subtitle of a module, you enter the view of the submodule. There you can see the status of events.
- In these views, you find the links to the events.



TURUN YLIOPISTO

Events

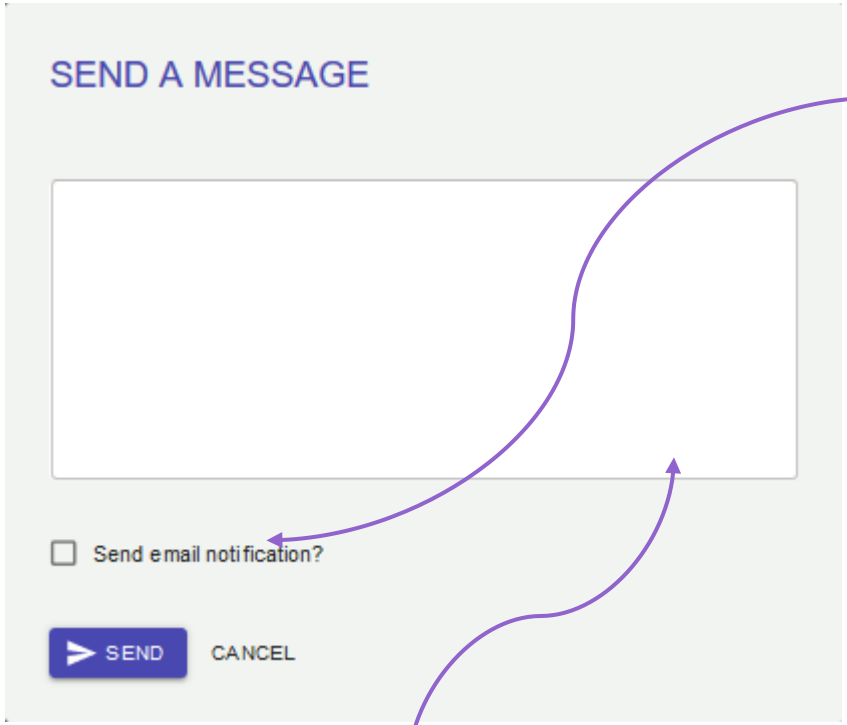


Next slide: Send a message

- An event has phases and every phase has a responsible person.
- The event has a status: not started/unfinished/ready/failed/ passed
- You can send a message from an event.
- Instructions of the event. Doctoral researchers and supervisors can have different instructions.
- Fill in a form (if any) and change the phase of the event. The form is visible only for the person in the responsible role.

TURUN YLIOPISTO

Send a message



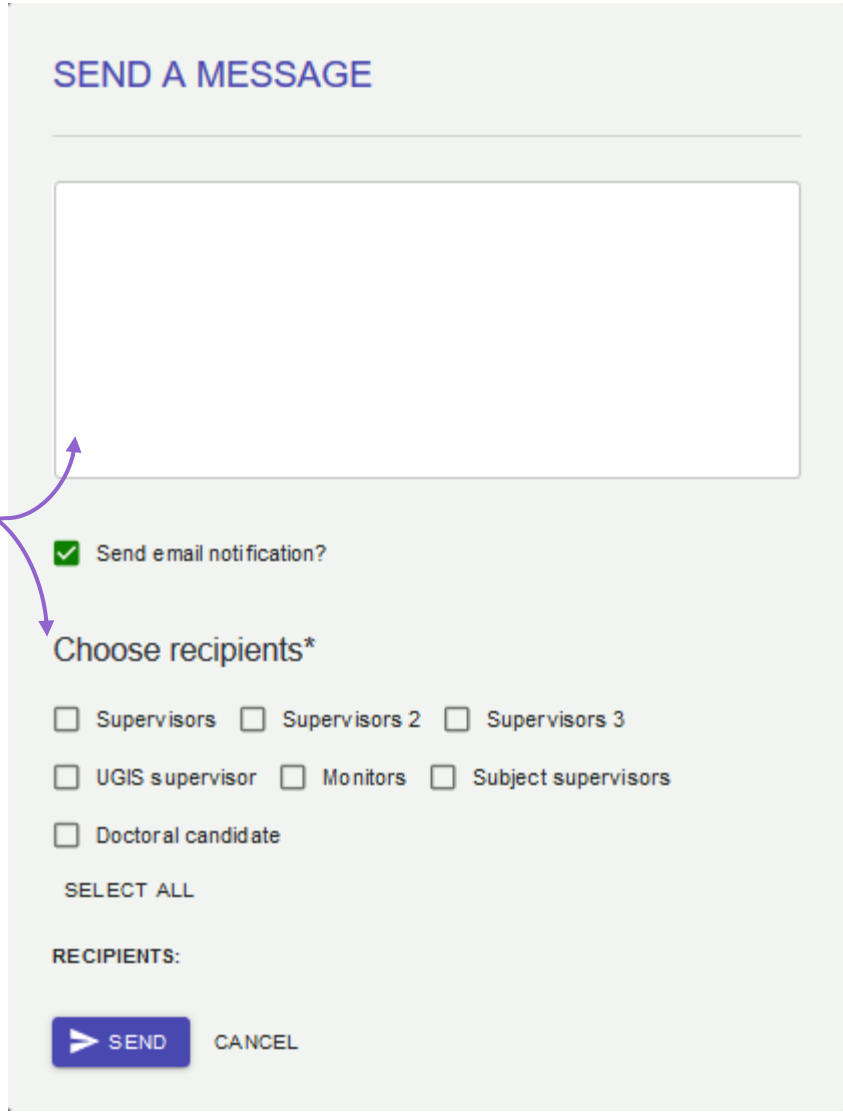
It is possible to send a note to the UGIS event without selecting recipients and sending an email.

Write a message and click send.

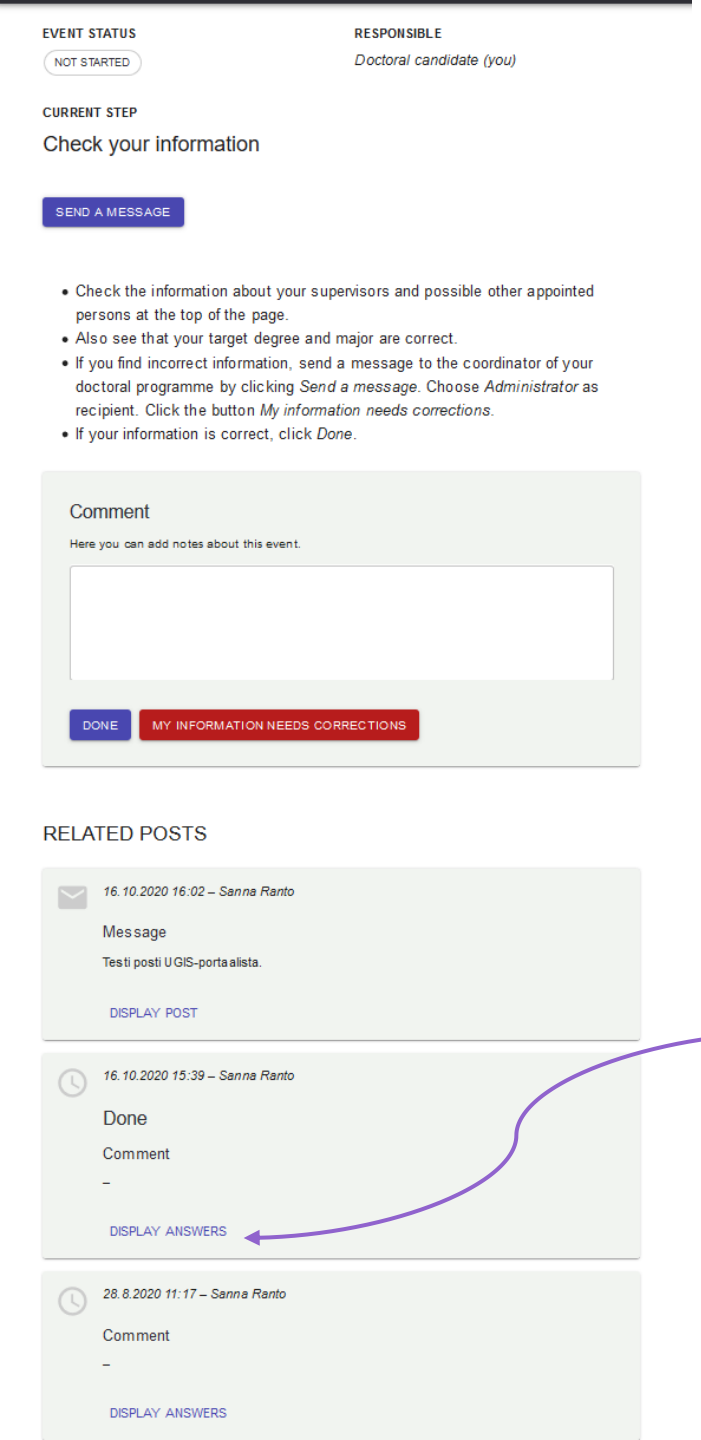
If you want to send an email, select *Send email notification*.

Choose recipients according to the role.

Write a message and send it. You will see your message in the UGIS portal and the recipients will have an email with a link to the UGIS event.



TURUN YLIOPISTO



Related posts

- Posts related to the events are at the end of the page.
- Here you can see, who and when has changed the phase of the event.
- As well here are notes and emails written in the event.
- You can see the whole post by clicking *display post/answers*

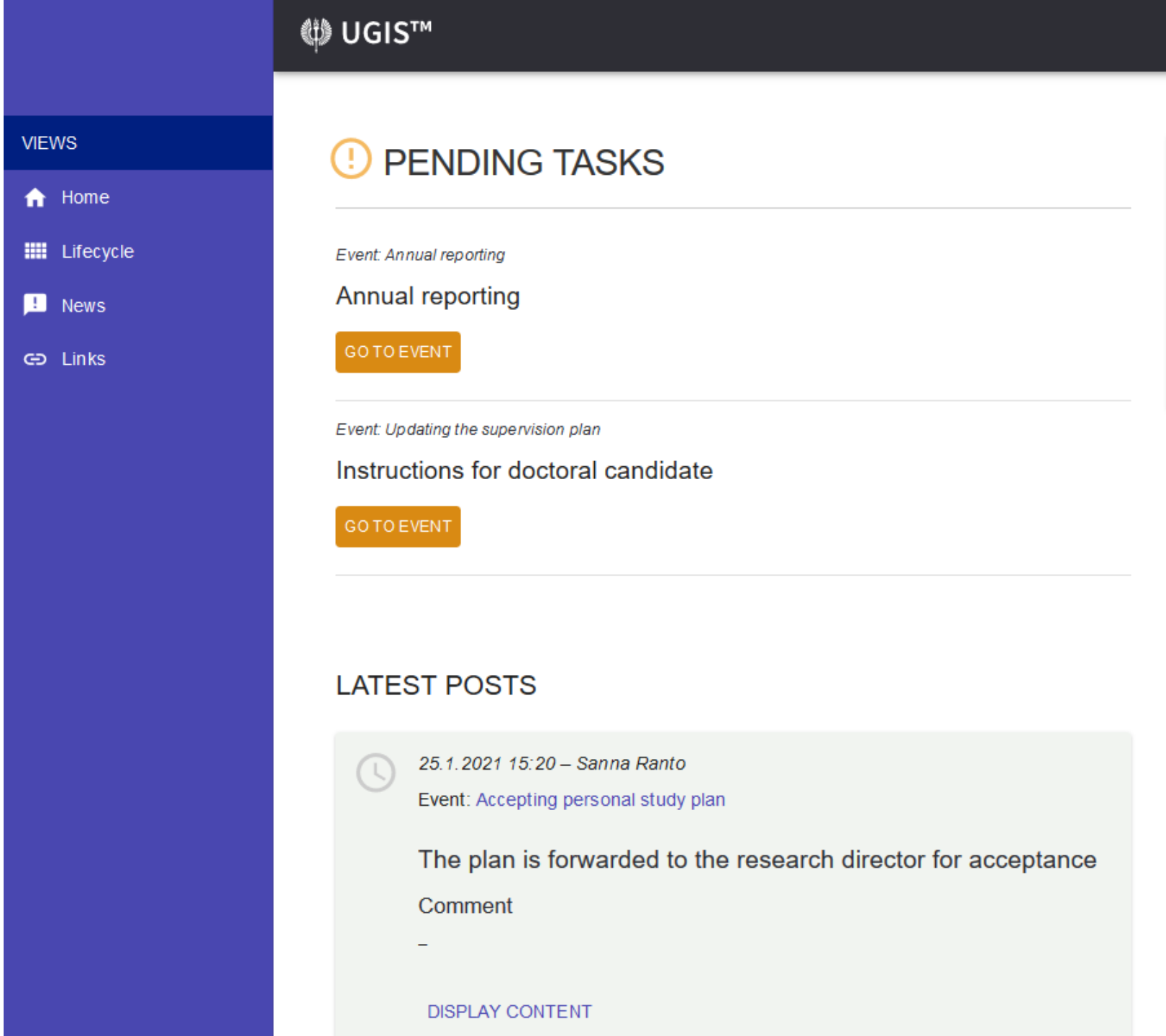
TURUN YLIOPISTO

Pending tasks

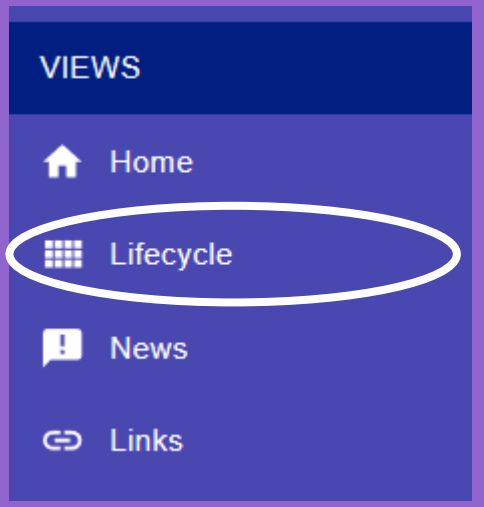
When an event is transferred to the phase where you have a responsible role, you will have a notification in your home view.

➢ Pending tasks

By clicking the button *Go to event*, you will enter directly to the correct event.



Modules of the lifecycle



TURUN YLIOPISTO

Start using UGIS from here.

BEGINNING DOCTORAL STUDIES

HOW TO USE UGIS

SUPERVISION PLAN

PERSONAL STUDY PLAN, STUDIES AND RESEARCH

PERSONAL STUDY PLAN PSP (PEPPI)

(OLD) PERSONAL STUDY PLAN

POSTGRADUATE STUDIES

PLANS AND AGREEMENTS

SUPERVISORY MEETINGS

MEETINGS

CAREER AND REVIEW DISCUSSION

Place for the memos of supervisor meetings and follow-up group meetings

If you have a cotutelle agreement on completing the doctoral degree jointly in a university abroad, then you will have this module.

COTUTELLE

COTUTELLE

ANNUAL PROGRESS MONITORING

ANNUAL REPORTING AND MONITORING ACTIVENESS

Annual progress monitoring after 1-1,5 year studies.

Supervisors give their statements of candidates activity

DISSERTATION PROCESS AND GRADUATION

INSTRUCTIONS

ACCEPTING A COMPLETED DOCTORAL STUDIES MODULE (PEPPI)

(OLD) ACCEPTING A COMPLETED DOCTORAL STUDIES MODULE

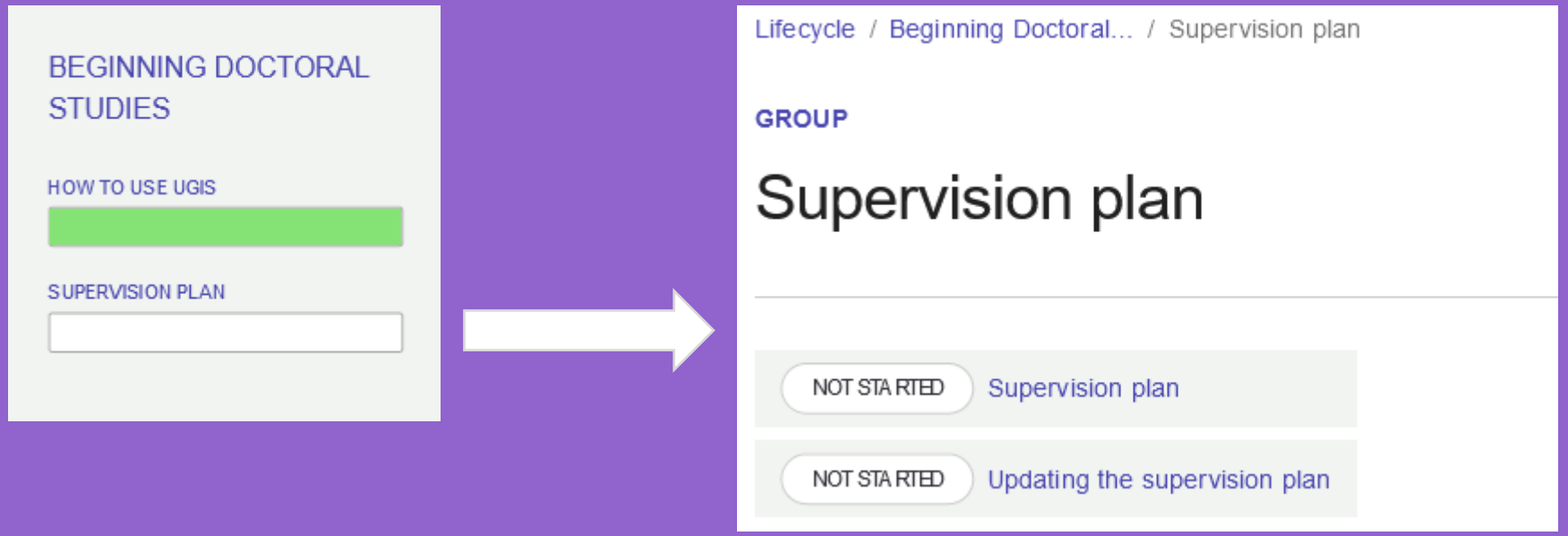
THESIS MANUSCRIPT TO PRE-EXAMINATION

PRE-EXAMINATION

Detailed instructions for the dissertation process and forms for that.

TURUN YLIOPISTO

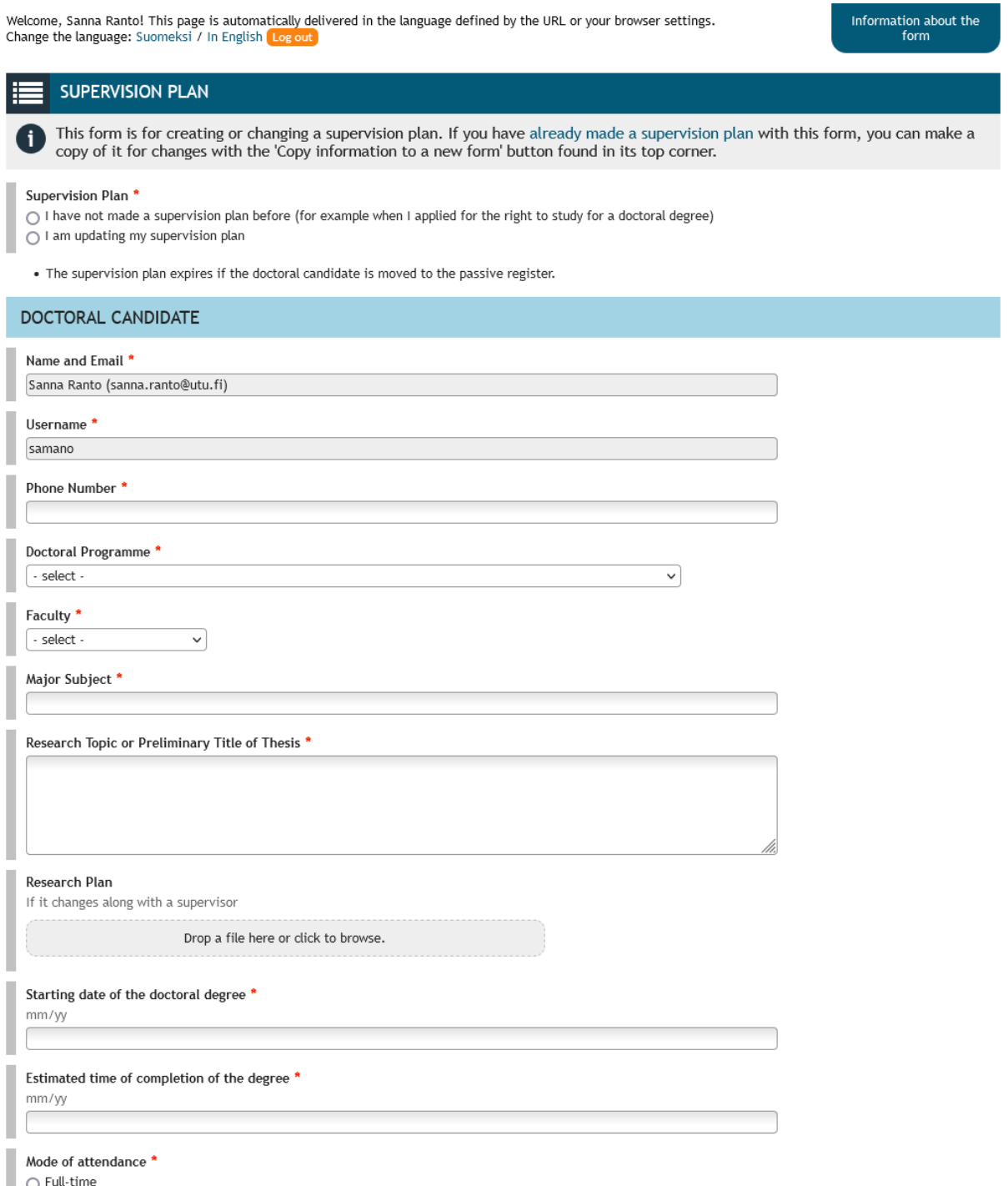
Supervision plan



TURUN YLIOPISTO

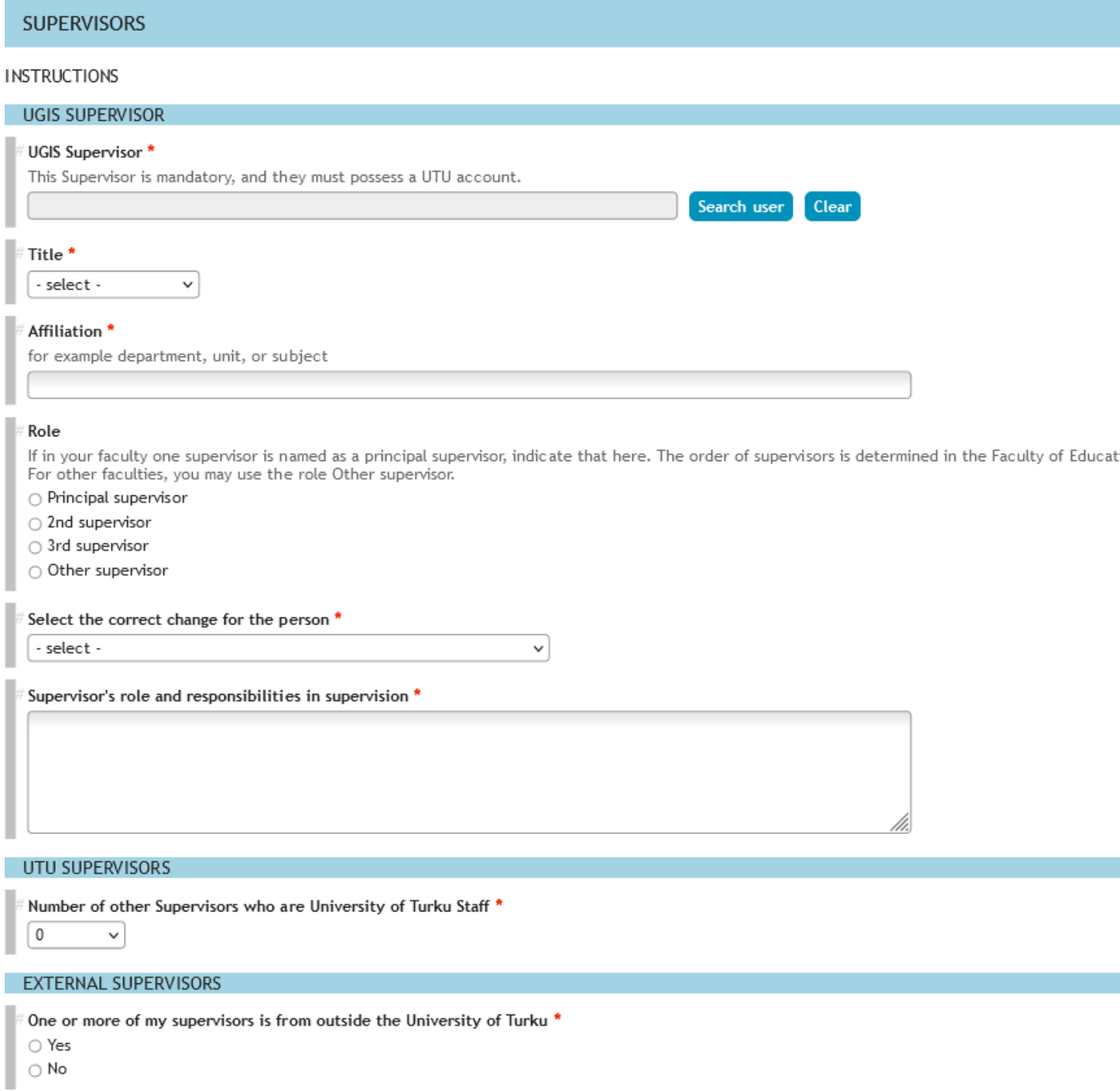
Electronic form for supervision plan

- https://forms.utu.fi/private/ohjaussuunnitelma/
- If you have **not** made a supervision plan with your supervisors (for example when you applied for the doctoral degree study right), then you should do it now.
- If you already have the supervision plan, but you have to change supervisors, monitors or a research director, you can use the electronic form for **applying for the change**.

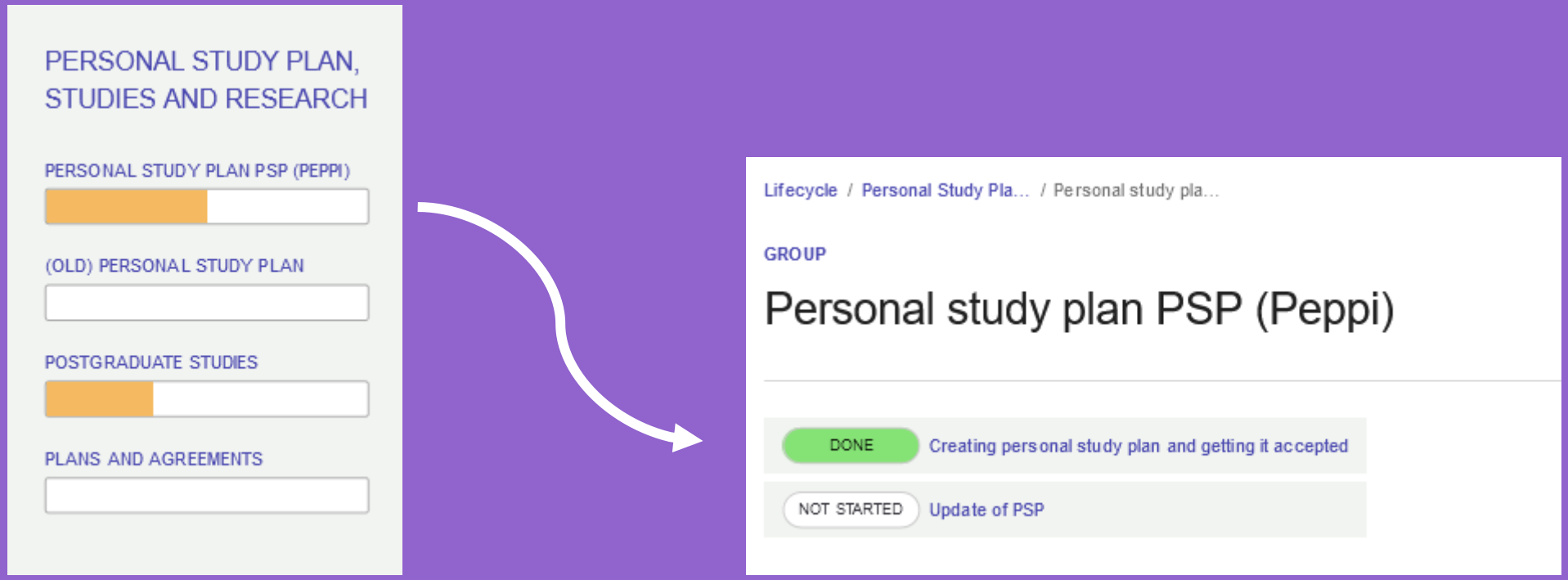


Supervision plan

- Add information about your supervisors who have utu user account.
  - Especially, a UGIS supervisor must have an utu account.
  - The form goes for them for signature.
- Add also information about your supervisors who do not have utu account.
  - You have to collect the acceptance from these supervisors for example by email and attach it in the second phase of the form.



Personal Study Plan (PSP)



TURUN YLIOPISTO

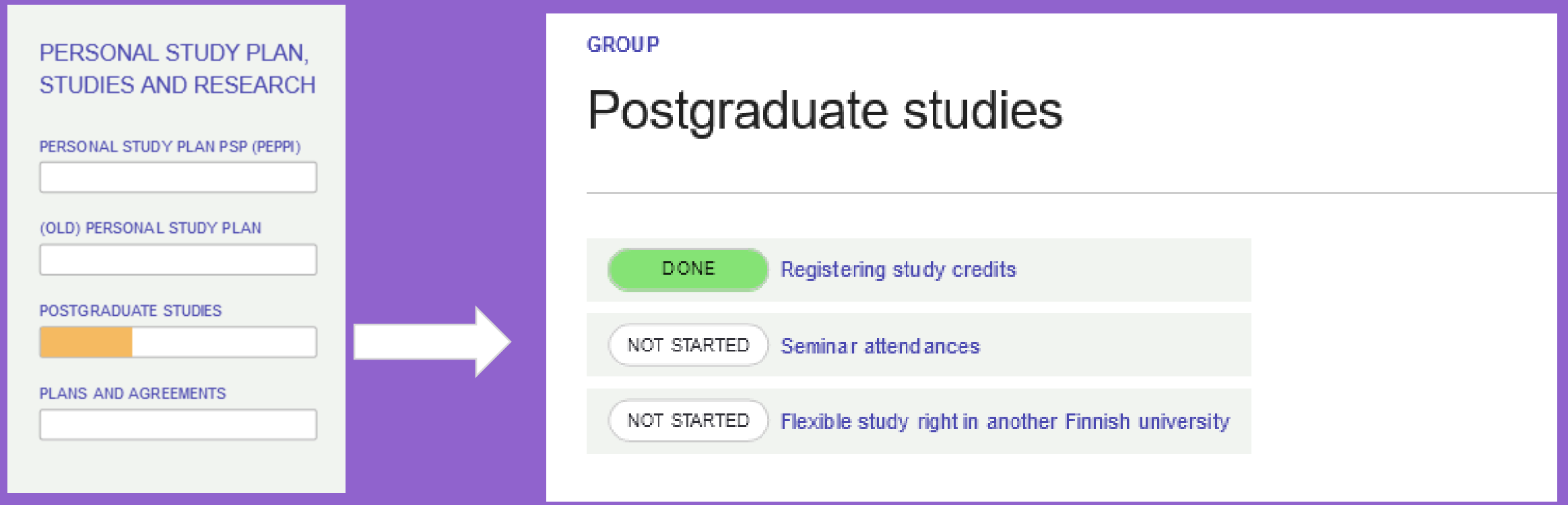
Personal study plan - PSP

We will take a loot to the Peppi in a minute

- Discuss your studies with your supervisor.
- Do your personal study plan in the Peppi system: https://student.peppi.utu.fi
- Ask the coordinator of your doctoral programme to check your plan.
- When the plan is fine, the coordinator will transmit it to your supervisor, researh director or head of major subject (depending on your faculty) for approval in the UGIS portal.
- You will see the accepted plan in the UGIS.

TURUN YLIOPISTO

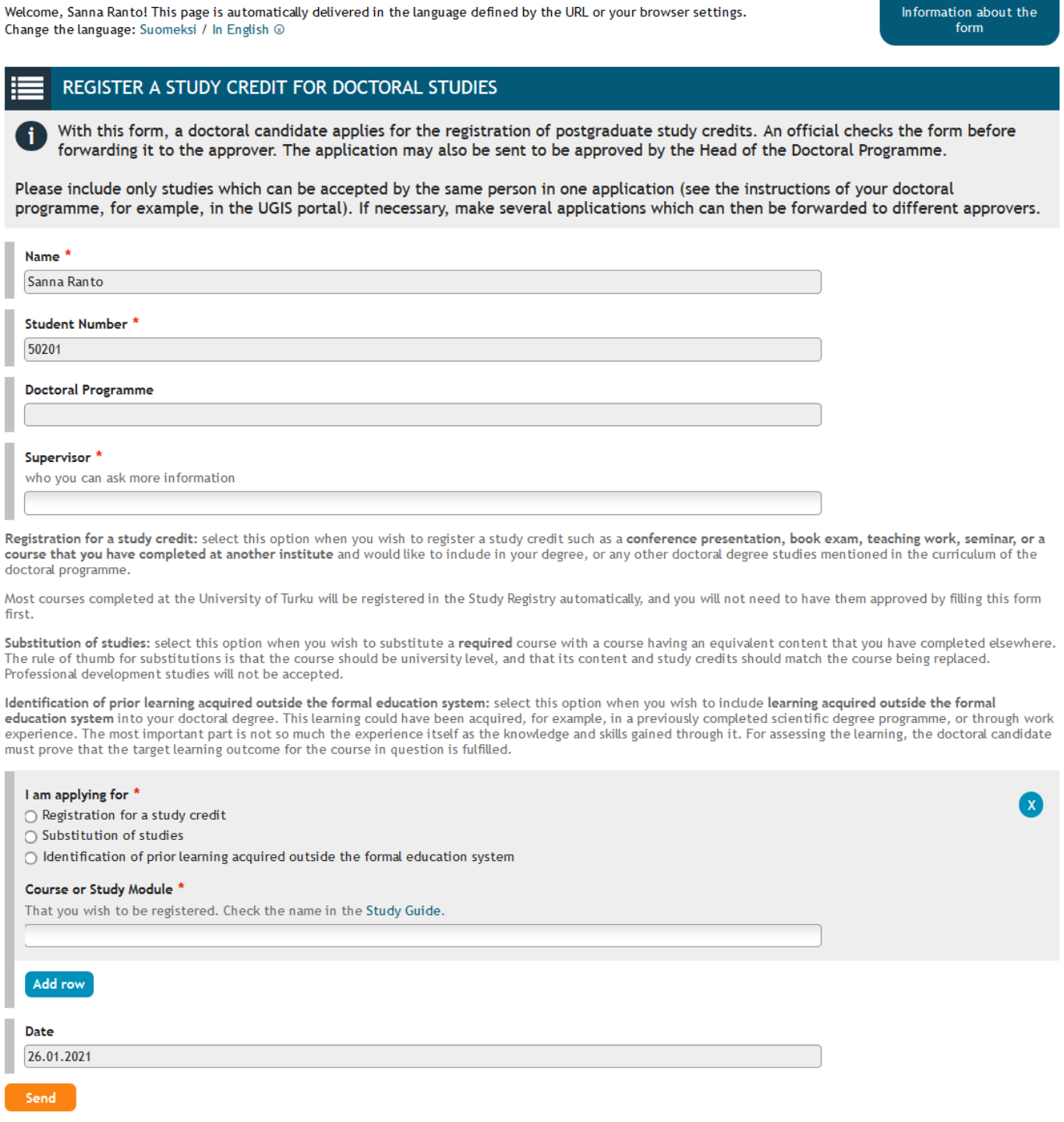
Registering study credits



TURUN YLIOPISTO

Register a study credit for doctoral studies

- https://forms.utu.fi/private/opintosuorituksenhyvaksynta
- You have to apply for registration of study credits which are not courses at the university.
  - Conference presentations
  - Teaching
  - Research visit
  - Courses at another universities
- The coordinator of you doctoral programme will check your application and forward it to acceptance.



Welcome, Sanna Ranto! This page is automatically delivered in the language defined by the URL or your browser settings.
Change the language: Suomeksi / In English

Information about the form

REGISTER A STUDY CREDIT FOR DOCTORAL STUDIES

With this form, a doctoral candidate applies for the registration of postgraduate study credits. An official checks the form before forwarding it to the approver. The application may also be sent to be approved by the Head of the Doctoral Programme.

Please include only studies which can be accepted by the same person in one application (see the instructions of your doctoral programme, for example, in the UGIS portal). If necessary, make several applications which can then be forwarded to different approvers.

Name *
Sanna Ranto

Student Number *
50201

Doctoral Programme

Supervisor *
who you can ask more information

Registration for a study credit: select this option when you wish to register a study credit such as a **conference presentation, book exam, teaching work, seminar, or a course that you have completed at another institute** and would like to include in your degree, or any other doctoral degree studies mentioned in the curriculum of the doctoral programme.

Most courses completed at the University of Turku will be registered in the Study Registry automatically, and you will not need to have them approved by filling this form first.

Substitution of studies: select this option when you wish to substitute a **required** course with a course having an equivalent content that you have completed elsewhere. The rule of thumb for substitutions is that the course should be university level, and that its content and study credits should match the course being replaced. Professional development studies will not be accepted.

Identification of prior learning acquired outside the formal education system: select this option when you wish to include **learning acquired outside the formal education system** into your doctoral degree. This learning could have been acquired, for example, in a previously completed scientific degree programme, or through work experience. The most important part is not so much the experience itself as the knowledge and skills gained through it. For assessing the learning, the doctoral candidate must prove that the target learning outcome for the course in question is fulfilled.

I am applying for *
- Registration for a study credit
- Substitution of studies
- Identification of prior learning acquired outside the formal education system

Course or Study Module *
That you wish to be registered. Check the name in the Study Guide.

Add row

Date
26.01.2021

Send

TURUN
YLIOPISTO

Thank you!