

UGIS for doctoral researcher

Sanna Ranto, Chief Academic Officer



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.

UGIS

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.

UGIS 3.0

<https://ugis.utu.fi/>



UGIS™

University of Turku Graduate School Information System

3.0 BETA



[UTUGS](#) | [Privacy policy](#)



UNIVERSITY
OF TURKU

VIEWS

Home

Lifecycle

News

Links

Doctoral researcher's lifecycle view

List of all news

List of links

PENDING TASKS

Event: Annual reporting

Annual reporting

GO TO EVENT

Event: Updating the supervision plan

Instructions for doctoral candidate

GO TO EVENT

LATEST POSTS



7.12.2020 14:54 – Sanna Ranto

Event: Accepting a completed doctoral studies module

Submit to research director for acceptance

Comment

Testi

DISPLAY CONTENT



7.12.2020 14:53 – Sanna Ranto

Event: Accepting a completed doctoral studies module

Submit application

Select study plan

...and 2 other fields

DISPLAY CONTENT



4.11.2020 15:51 – Sanna Ranto

Event: Degree certificate

Degree certificate signed

SHOW MORE

NEWS

The code of conduct for doctoral training of the Faculty of Technology

15.1.2021 — Sanna Ranto

Timetable of the decisions concerning doctoral training at the Faculty of Science

15.1.2021 — Sanna Ranto

Orientation to Doctoral Studies in Human Sciences, 3.2.2021

14.1.2021 — Anne Niemimäki

SHOW MORE

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.

Change language



SANNA RANTO (DOCTORAL CAND.IDATE)

Change role ▾

Change language ▲

English

Suomi

Log out

NEWS

[Testing UGIS 3.0 portal](#)
15.10.2020 — Sanna Ranto



[My UTUGS - Tools for Doctoral Researchers](#)
6.8.2020 — Sanna Ranto

[Ugis 3.0 timetable](#)
25.5.2020 — Administrator

Select the preferred language from English and Finnish.

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

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

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

All news

The list of links

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
 - Personal 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.

The screenshot shows the UGIS system interface for Sanna Ranto. The top navigation bar includes 'HOME', 'LIFECYCLE', 'NEWS', and 'LINKS'. The 'LIFECYCLE' menu item is highlighted with a red box. The user profile section shows 'SANNA RANTO' and various status fields: 'LIFECYCLE STATUS Active', 'ENROLLMENT STATUS not found', 'TARGET DEGREE Doctor of Philosophy', 'SUBJECT MATTER TEST field', 'UGIS SUPERVISOR Elise Pinta (eervela@utu.fi)', 'SUPERVISORS Elise Pinta (eervela@utu.fi), Sanna Ranto (samano@utu.fi)', 'SUPERVISOR 2 Jarkko Kouhia (jaoskou@utu.fi)', 'SUPERVISOR 3 Sari Järvi (saansi@utu.fi)', 'MONITORS Meri Heinonen (merhei@utu.fi), Anne Niemimäki (anntui@utu.fi)', 'RESEARCH DIRECTOR Sanna Ranto (samano@utu.fi)', and 'HEAD OF MAJOR SUBJECT Sanna Ranto (TEST field)'. Below this, there are tabs for 'LIFECYCLE' and 'RESEARCH PORTAL'. The 'RESEARCH PORTAL' tab is active, showing a 'Module' section with 'BEGINNING DOCTORAL STUDIES' and 'PERSONAL STUDY PLAN, STUDIES AND RESEARCH'. The 'BEGINNING DOCTORAL STUDIES' module has a progress bar that is partially orange, with a hand cursor over it. The 'PERSONAL STUDY PLAN, STUDIES AND RESEARCH' module has a progress bar that is mostly white, with a hand cursor over it. A red box highlights the 'PERSONAL STUDY PLAN PSP (PEPPI)' link within this module. A red arrow points from the 'LIFECYCLE' menu item to the 'RESEARCH PORTAL' tab. Another red arrow points from the 'PERSONAL STUDY PLAN PSP (PEPPI)' link to the 'Submodule' label.

Group view

MODULE

Personal Study Plan, Studies and Research

- Personal study plan PSP (Peppi) 
- Creating personal study plan and getting it accepted
- Update of PSP
- (Old) Personal study plan
- Accepting personal study plan
- Updating personal study plan
- Postgraduate studies 
- Registering study credits
- Seminar attendances
- Flexible study right in another Finnish university
- Plans and agreements
- Research plan
- Research-related agreements

- 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.

UGIS™ SANNARANTO (DOCTORAL CANDIDATE)

SANNA RANTO

Test programme

LIFECYCLE STATUS Active
ENROLLMENT STATUS not found
TARGET DEGREE Doctor of Philosophy
SUBJECT MATTER TEST field


UGIS SUPERVISOR Elise Pinta (eervela@utu.fi)
SUPERVISORS Elise Pinta (eervela@utu.fi), Sanna Ranto (samano@utu.fi)
SUPERVISOR 2 Jarkko Kouhia (jaoskou@utu.fi)
SUPERVISOR 3 Sari Järvi (saansi@utu.fi)
MONITORS Meri Heinonen (merhei@utu.fi), Anne Niemimäki (anntui@utu.fi)
RESEARCH DIRECTOR Sanna Ranto (samano@utu.fi)
HEAD OF MAJOR SUBJECT Sanna Ranto (TEST field)

LIFECYCLE RESEARCH PORTAL

Lifecycle / Personal Study Pla... / Personal study pla...

GROUP

Personal study plan PSP (Peppi)

DONE Creating personal study plan and getting it accepted 

NOT STARTED Update of PSP

Events

Events

SANNA RANTO

Test programme

UGIS SUPERVISOR Nina Lehtimäki

SUPERVISOR Sanna Ranto

SUPERVISOR 2 Jarkko Kouhia

SUPERVISOR 3 Sari Järvi

MONITORS Meri Heinonen, Anne Niemimäki

SUBJECT SUPERVISOR Outi Irjala

[Lifecycle](#) / [Beginning Doctoral...](#) / [How to use UGIS](#) / [Check your informat...](#)

EVENT

Check your information

EVENT STATUS

NOT STARTED

RESPONSIBLE

Doctoral candidate (you)

CURRENT STEP

Check your information

SEND A MESSAGE

- Check the information about your supervisors and possible other appointed persons at the top of the page.
- Also see that your target degree and major are correct.
- If you find incorrect information, send a message to the coordinator of your doctoral programme by clicking *Send a message*. Choose *Administrator* as recipient. Click the button *My information needs corrections*.
- If your information is correct, click *Done*.

Comment

Here you can add notes about this event.

DONE

MY INFORMATION NEEDS CORRECTIONS

- 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.

VIEWS

Home

News

Links

Lifecycle view

Next slide:
Send a
message

Send a message

SEND A MESSAGE

Send email notification?

> SEND CANCEL

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.

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

Write a message and click send.

SEND A MESSAGE

Send email notification?

Choose recipients*

Supervisors Supervisors 2 Supervisors 3

UGIS supervisor Monitors Subject supervisors

Doctoral candidate

SELECT ALL

RECIPIENTS:

> SEND CANCEL

CURRENT STEP
Check your information

SEND A MESSAGE

- Check the information about your supervisors and possible other appointed persons at the top of the page.
- Also see that your target degree and major are correct.
- If you find incorrect information, send a message to the coordinator of your doctoral programme by clicking *Send a message*. Choose *Administrator* as recipient. Click the button *My information needs corrections*.
- If your information is correct, click *Done*.

Comment

Here you can add notes about this event.

DONE

MY INFORMATION NEEDS CORRECTIONS

RELATED POSTS



16.10.2020 16:02 – Sanna Ranto

Message

Testi posti UGIS-porta alista.

DISPLAY POST



16.10.2020 15:39 – Sanna Ranto

Done

Comment

-

DISPLAY ANSWERS



28.8.2020 11:17 – Sanna Ranto

Comment

-

DISPLAY ANSWERS

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*

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.

VIEWS

Home

Lifecycle

News

Links

! PENDING TASKS

Event: Annual reporting

Annual reporting

GO TO EVENT

Event: Updating the supervision plan

Instructions for doctoral candidate

GO TO EVENT

LATEST POSTS



25.1.2021 15:20 – Sanna Ranto

Event: [Accepting personal study plan](#)

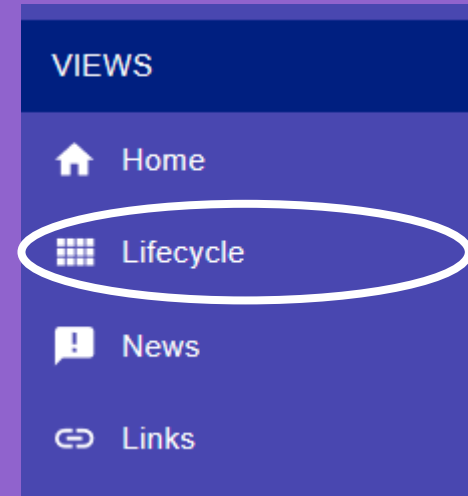
The plan is forwarded to the research director for acceptance

Comment

–

DISPLAY CONTENT

Modules of the lifecycle



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

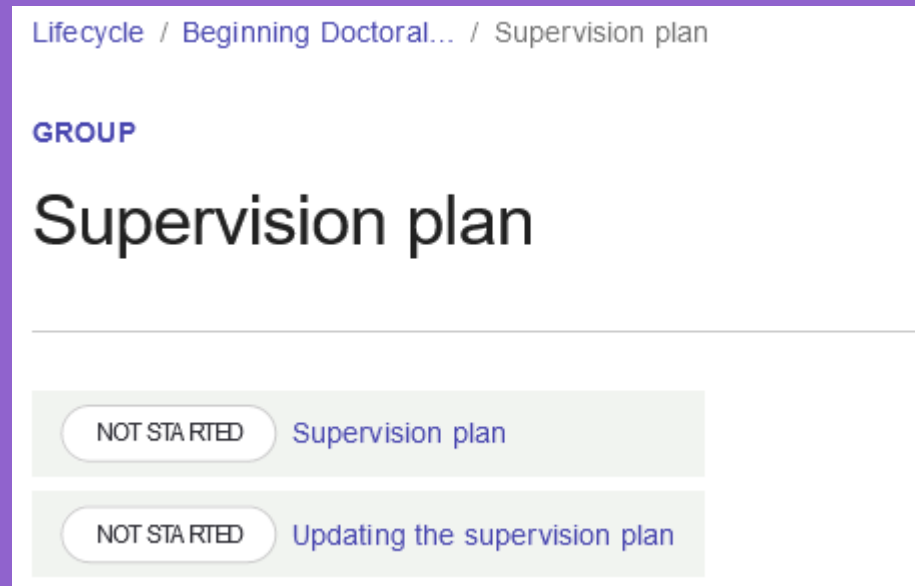
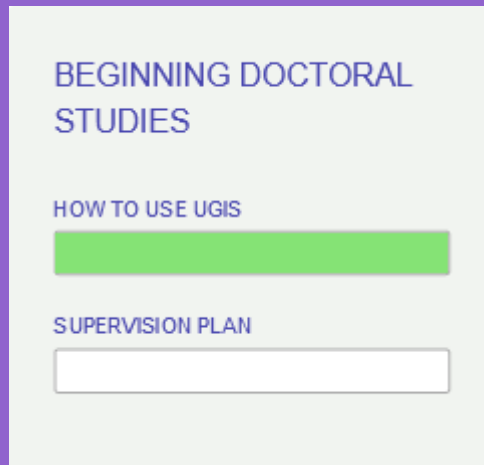
THESIS MANUSCRIPT TO PRE-EXAMINATION

PRE-EXAMINATION



Detailed instructions for the dissertation process and forms for that.

Supervision plan



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

i This form is for creating or changing a supervision plan. If you have [already made a supervision plan](#) with this form, you can make a copy of it for changes with the 'Copy information to a new form' button found in its top corner.

Supervision Plan *

I have not made a supervision plan before (for example when I applied for the right to study for a doctoral degree)

I am updating my supervision plan

- The supervision plan expires if the doctoral candidate is moved to the passive register.

DOCTORAL CANDIDATE

Name and Email *

Sanna Ranto (sanna.ranto@utu.fi)

Username *

samano

Phone Number *

Doctoral Programme *

- select -

Faculty *

- select -

Major Subject *

Research Topic or Preliminary Title of Thesis *

Research Plan

If it changes along with a supervisor

Drop a file here or click to browse.

Starting date of the doctoral degree *

mm/yy

Estimated time of completion of the degree *

mm/yy

Mode of attendance *

Full-time

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.

SUPERVISORS

INSTRUCTIONS

UGIS SUPERVISOR

UGIS Supervisor *

This Supervisor is mandatory, and they must possess a UTU account.

Search user

Clear

Title *

Affiliation *

for example department, unit, or subject

Role

If in your faculty one supervisor is named as a principal supervisor, indicate that here. The order of supervisors is determined in the Faculty of Education. For other faculties, you may use the role Other supervisor.

- Principal supervisor
- 2nd supervisor
- 3rd supervisor
- Other supervisor

Select the correct change for the person *

Supervisor's role and responsibilities in supervision *

UTU SUPERVISORS

Number of other Supervisors who are University of Turku Staff *

EXTERNAL SUPERVISORS

One or more of my supervisors is from outside the University of Turku *

- Yes
- No

Personal Study Plan (PSP)

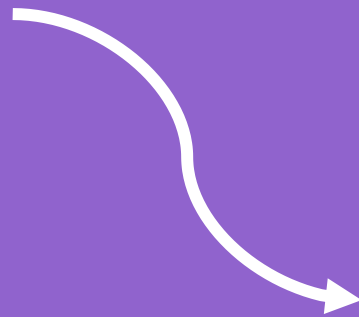
PERSONAL STUDY PLAN,
STUDIES AND RESEARCH

PERSONAL STUDY PLAN PSP (PEPPI)

(OLD) PERSONAL STUDY PLAN

POSTGRADUATE STUDIES

PLANS AND AGREEMENTS



Lifecycle / Personal Study Pla... / Personal study pla...

GROUP

Personal study plan PSP (Peppi)

DONE Creating personal study plan and getting it accepted

NOT STARTED Update of PSP

Personal study plan - PSP



We will take a
look 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, research 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.

Registering study credits

PERSONAL STUDY PLAN,
STUDIES AND RESEARCH

PERSONAL STUDY PLAN PSP (PEPPI)

(OLD) PERSONAL STUDY PLAN

POSTGRADUATE STUDIES

PLANS AND AGREEMENTS



GROUP

Postgraduate studies

DONE Registering study credits

NOT STARTED Seminar attendances

NOT STARTED Flexible study right in another Finnish university

Register a study credit for doctoral studies

- <https://forms.utu.fi/private/opintosuorituksenhvaksynta>
- 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.

REGISTER A STUDY CREDIT FOR DOCTORAL STUDIES

i 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 *

Student Number *

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

Send



**TURUN
YLIOPISTO**

Thank you!