

ePSP Instructions for the Theatre Academy's Doctoral Candidates

1. Login to **WebOodi** (<https://teak-weboodi.it.helsinki.fi/teak/>) using your own user id (same as your email).
2. Select **PSP** from the left side menu. It will take you to *Study rights and study plans* window.

Selecting degree structure and naming the PSP

1. Select the **year** you are planning on **graduating** from the drop down menu and **save your selection**.
2. By clicking the **Create new PSP** button, you can start compiling your PSP.
3. Choose a **degree structure template** in accordance with your degree by clicking the **Choose** button.
4. **Name the PSP** using the field reserved for it. Name your PSP in such a way that you can tell it apart from your other possible PSP drafts (e.g. use your name and date). **Please do not use any special characters.** **Saving** the draft will move you on to the **Study plan** page.
5. At this stage, it is useful to **open multiple tabs** and have the tuition lists for the autumn and spring term with the WebOodi codes ready on those tabs. You can access the list either by clicking the **OPEN YOUR MODEL STUDY PLAN** link, on top of the page, and opening a table of the autumn term 2013 and spring term 2014 teaching or by clicking the link http://www.teak.fi/opetusohjelma_tutke. You can move between the different tabs when you are compiling your PSP.

Study plan

Structure of the PSP -page Planning studies, adding and removing tuition, writing comments, and signing up for tuition

1. By using the **Add links**, you can **search for tuition and add them** to a selected study entity. You will be redirected to a general search page, where you can search for tuition ("courses") by using the name or code, or subject name. At this point you will need the list of autumn and spring terms tuition with WebOodi links (cf. 5. above). Check the WebOodi code from the other tab, add it to the *Name or code* field, and press *Search for courses*. **The courses are saved on your PSP** once you tick the course box (on the left) and **press Add to the PSP**.
2. You can remove courses from your PSP by clicking **Delete**. You can also schedule the courses one at a time by clicking **Schedule**. (NB! It is easier to schedule the entire PSP at once. There will be more about scheduling later on).
3. You can write comments for **each course** (e.g. a clarification of the project) **by clicking on the note symbol**. If you have added comments to some of your courses, those course symbols will look different. You can also comment on the PSP you are working on, or your studies, by using the link **Comments on the PSP**, which can be found on top of the page. If you want your PSP Advisor to see the comments, tick the box **Visible to the advisors**. **NB! Doctoral students have to add information**

on the artistic/practical part of the dissertation, which will be left handed in for external examination (codes for the study modules: JAG01-JAG03).

4. If the sign up period is under way and you have selected a course to your PSP, there will be a symbol (a little man with a pointer) next to the course, which will take you to the **course sign up**. Signing up happens twice a year via WebOodi. **For the courses in the autumn term, the sign up period is 15th May-30th August 2013, and for the spring term courses 1st-29th November 2013.**
NB! Compiling a PSP does not replace course sign up!

Schedule -page Scheduling the studies

1. **Tick the terms when you expect to complete the course in question.** If the course takes several years and you will be completing it during more than one term, please tick several terms. NB! Please check that the course will be taught during the time in question.
2. For courses allowing you to choose the number of credits to complete (for example 2-4 cr.), there is an open field where you can suggest the number of credits you are completing. **Remember to save** the information with **Save** button. **NB! You can suggest the credits for the artistic/practical parts' in relation to those of the written part on your ePSP and negotiate your proposition with your professor in your PSP conversation.**

Substitution of courses- page Substitution of courses

1. On this page, you can substitute a course required in your degree with another course or attainment. You can also suggest some alternative ways to complete the course in your ePSP. Substitute courses can be, for example, courses completed at another academy of the University of the Arts Helsinki or courses completed in other ways. Select **Substitute with a course** or, if you want to use a completed course as a substitute, choose **Add completed course or examination**.

Please remember that credits from a substitute course do not add up to your PSP until your Professor has approved the substitute! **Substitutions are always discussed at the PSP meeting.**

Other completed courses -page Other Completed Courses

1. On this page, you can see other completed courses that have not been added to your ePSP. **You can use this page to add the courses under specific entities in your PSP.** With each course, there is a drop down menu. The menu includes your PSP's entities (in Finnish) and **you can choose the entity where you want to add the course.**

Submitting the PSP for checking

In order for the PSP to be submitted to the advisor, it needs to be **set as primary**.

1. Choose the one of your **draft PSPs** that you want to send to the advisor (i.e. research coordinator) for checking.
2. Select **Set as primary from the top of the page**, after that notification appears on the screen. You can end the procedure by clicking **Change the status of the PSP**. If necessary, you can also change your PSP back to draft (this can only be done once your PSP has been approved).

By clicking the **Submit for approval** link, you can open up a window for submitting your ePSP to be checked. The **research coordinator Annika Fredriksson always checks the ePSP structure of the doctoral candidate before the actual PSP conversation with the responsible professor can take place**. Select Annika from the list of recipients and write a message in the **message space** reserved for it. Please do not write any PSP comments on the space. Annika will not get the PSP as an email attachment; she has to sign in to WebOodi in order to see it.

ePSP approval and modifications

If the research coordinator wants you to modify to the PSP you have submitted, he/she **can return** the PSP for you to revise. In this case, the PSP's status **changes back to primary**. You can see the comments on the **Advisors' comments** page. You will receive an email, if Annika has commented your PSP (= shows you green light or returned it to you). **NB! WebOodi has a time limit for staying online. If you are writing a long comment, it is a good idea to save it every once in a while.**

In other words, once Annika has returned your ePSP with the possible comments, you can make the changes she has proposed and **print out the PSP for the PSP conversation**.

Printing the PSP

You can **print out** your PSP by clicking the link **Printing the PSP** (html or PDF). If needed, you can also print out the comments you wrote. Before printing, a **preview** of your PSP opens up for you to look at. If a PDF version does not open up, click on "Ava a toisella ohjelmalla/Open with Different Viewer".

Print out two copies of the PSP with its comments, one for you and one for the responsible professor, and bring them to the PSP conversation. This way, you do not have to worry about the ePSP tool at the conversation, and you can focus on the contents of the doctoral studies and research.

Submitting the PSP for approval

By clicking the **Submit for approval** link on the top of the page, you can open up a window for submitting your PSP for approval. **Please send your PSP for approval after you have had the PSP conversation.** Make the modifications, which have arisen at the conversation, and after that send it to the responsible professor at Tutke to be approved. Select the responsible professor from the list and write a message in **the space reserved for it**. Please do not write any PSP comments on the space. Your responsible professor does not get the PSP as an email attachment; he/she has to sign in to WebOodi in order to see it.

At the bottom of the screen, there is a button **Send for approval**. Please read through carefully the submission terms and accept the terms by ticking the box. Then press **Send for approval**. If needs be, you can cancel the submission by clicking **Cancel submission** button.

PSP approval and following your progress

Once your PSP is approved, **it is locked and you cannot make any changes any more. A primary copy of the approved PSP is created for you to update.**

Your studies are based on your course sign up and approved PSP. You can find your course sign ups on WebOodi **My studies** ->Planned studies. The status of the course is then confirmed.

Your study attainments are updated on ePSP (green ticks) and on WebOodi **My studies** -> Completed studies.

Updating and modifying the ePSP

When you want to update or modify your previously approved PSP, proceed as follows:

1. Sign into WebOodi and choose the PSP from the left side menu.
2. There is a copy of your previously approved PSP that you can revise. The status of the copy is primary. If you have deleted the primary copy, you can make a new copy of your approved PSP by opening it and clicking on the link **Revise the structure or copy the study plan** on the top of the page.
3. Make the necessary modifications:
 - ✓ you can add or delete courses
 - ✓ you can change the scheduling you have made
 - ✓ you can comment on the courses and change your previous comments or add information, for example on the artistic/practical part planned for the preliminary examination
 - ✓ you can transfer courses to be part of your PSP if they are not added to the PSP automatically (**Other completed courses** page): e.g. crediting! **Remember to delete unnecessary courses from your PSP, when you add courses.**
4. Write down the changes you made on **Comments on the PSP** section. You can use the section for other comments as well. This way it is easier for your advisor to see the changes you have made.

NB! Do not write the modifications on the message section when submitting the PSP, they are not saved on WebOodi.

5. Submit your PSP.

Why do I have to do a Personal Study Plan (PSP)?

- ✓ ePSP offers the doctoral candidate a **medium to familiarise** himself/herself with his/her degree, to plan the studies included in the degree, and to schedule them.
- ✓ With the help of an ePSP, the candidate can **follow** the progress of his/her studies as the attainments of the courses added to the PSP template automatically connect to the updated study modules on the template.
- ✓ An approved PSP is a **precondition** to, for example, executing artistic/practical works and applying for travel grants or production grant.

Structure of the doctoral studies and annual tuition

Information on the structure of the postgraduate degree and annual tuition can be found on the Theatre Academy's external website: <http://www.teak.fi/Research/Tuition> (path: Teak → Research → Tuition).