



June 29<sup>th</sup> 2016

## SUMMER LETTER: ACADEMIC YEAR 2016–2017 IN TEAK AND TUTKE

### Enrolment to the University

- Every degree student and students completing separate pedagogical studies is to enrol in the university every academic year either as present or absent
- In the academic year 2016-17, the enrolment is to be done before August 15th 2016.
- Enrolment is done via WebOodi at <https://weboodi.uniarts.fi/uniarts/>.
- More information on enrolment can be found in Artsi *For students* –shortcut <https://artsi.uniarts.fi/>.

### University of the Arts Student Union Member fee for Doctoral Students

- Please remember that the University of the Arts Student Union (ArtSU) member fee is voluntary for doctoral students.
- Doctoral students are not entitled to use the services of the Finnish Students Health Service (FSHS, in Finnish YTHS) and are only entitled to some of the discounts that degree students get, which is why the membership fee is significantly lower for doctoral students.
- In the academic year 2016–2017, the membership fees for the University of the Arts Student Union are as follows:
  - o Doctoral student, for the whole academic year: €40,00 (voluntary; Finnish Student Health Services FSHS not included)
  - o Doctoral student, for half a year (autumn/spring term): €20,00 (voluntary; Finnish Student Health Services FSHS not included)
- More information can be found on the Student Union's pages <http://taiyo.fi/in-english/>.

### Starting the Academic Year

- Officially the academic year begins on August 1<sup>st</sup> 2016 and ends on July 31<sup>st</sup> 2017.
- Tutke's studies start on week 38.
- Signing up for Teak's joint studies in August has already ended. For more information on the possible cancellations, please contact: [minttu.aalto@uniarts.fi](mailto:minttu.aalto@uniarts.fi).
- The University of the Arts Helsinki's Academic Year's Opening Ceremonies will be held on Wednesday September 7<sup>th</sup> 2016, at Kiasma.

## Information on Studying

- More detailed info on Tutke's syllabus for the academic year 2016–2017 is available at: <http://www.uniarts.fi/en/doctoral-education/theatre-academy>.
- Information on courses in the Degree Programmes as well as the Joint Studies at the University of the Arts Helsinki is available on: <http://www.uniarts.fi/en/teaching-syllabus>.
- Glossary for planning your studies:
  - Degree requirements = Studies required in a degree, as making the doctoral student aware of the Study Modules and the learning outcomes:  
<http://www.uniarts.fi/en/doctoral-education/theatre-academy>  
[Choose the *Studies* menu from the black ribbon on the top and then *Degree requirements* from the lilac/blue "accordion". NB! The old Degree requirements, i.e. years 2008-2015, are available in Artsi]
  - Syllabus and Schedule = Studies offered each academic year as well as the up-to-date information on the course with information on its schedule and class rooms.  
<http://www.uniarts.fi/en/doctoral-education/theatre-academy>  
[Choose the *Studies* menu from the black ribbon on the top and then *Syllabus for Doctoral Studies Academic Year 2016–2017 and enrolling* from the lilac/blue "accordion".]

## Student Schedules and Compiling One's Own Schedule

- With Asio Student Schedule programme, students can compile their own schedules, which they can transfer onto their electronic calendars or print out. The schedules can be personalised with students' one-on-one teaching and other appointments. The possible changes in teaching times etc. are automatically updated into Asio.
- Logging into Asio happens via Artsi, by clicking on the "Tools" menu on the upper left corner of Artsi and choosing "Asio".
- Please note that all Asio's functions are not yet available in English.

## Signing up for Teaching

- It is important to sign up for the courses. Do remember to sign up to all seminars by using WebOodi!
- Students outside of Teak's degree programmes participate in some courses, which means that you need to reserve your own place in time. If everyone, who has signed up for the course, cannot be accepted, an elimination is done, often e.g. in sign-up order. Signing up also makes the teacher's preparations easier, as he/she will know the participants in advance.
- Signing up for the study weeks and seminars in the autumn term is to be done before August 26<sup>th</sup> 2016.
- Signing up for the thematic small groups in 2016-2017 has already ended on June 28<sup>th</sup>.
- Sign-up period for Spring term is from November 1<sup>st</sup> to 30<sup>th</sup> 2016. Information on spring's teaching will be updated by the time the sign-up period begins.

## Cancelling a sign-up

- In order to complete a course, you need to attend it. Teaching at TeaK happens mostly in small groups, and absences make it difficult for a group to work.
- Remember to cancel your course sign-up immediately if, for example, you get sick or you have some other insurmountable reason why you cannot attend the course.
- During the sign-up period, you can also cancel your sign-up in WebOodi. This way you give your space to someone who is possibly on the waiting list. Please remember that each unused space on a course means that another student, who needed it for his/her studies, did not get it and it also affects the teaching resources.

## Personal Study Plan (PSP/HOPS)

- Every doctoral student has to compile a personal study plan (PSP/HOPS). This is done in WebOodi, where, with the help of the degree requirement and the annual syllabus, a doctoral student compiles an electronic study plan (ePSP/sHOPS).
- PSP's starting point is to complete the studies, which are part of the degree, in a certain order within the limits of the degree structure. You can use ePSP on WebOodi via the *PSP* menu. Guidelines for Doctoral students on making the individual study plan can be found on the starting pages on WebOodi prior to signing up.
- After the compiling of the ePSP the Doctoral student her/himself books a time for a PSP-discussion with the contact professor at Tutke.
- Why do I have to do a personal study plan (PSP)?
  - ePSP offers the doctoral student a medium to familiarise her/himself with her/his degree, to plan the studies included in the degree, and to schedule them.
  - Both the planned and completed studies can be seen in ePSP, which makes it easier to follow the realisation of PSP.
  - The signing up for tuition will be done via WebOodi and it is based on the ePSP choices. Students sign up separately for autumn and spring terms.
  - A doctoral student, who does not have an approved personal study plan, cannot apply for travel or production grants.

## Study Attainments

- Please check your own study attainments regularly on WebOodi. It is important that your records are up-to-date and that you have received credits from your other possible studies that have been completed outside of TeaK.
- Should there be inadequacies in your records, please contact us in the beginning of the autumn term. You can also update your own contact information on WebOodi.

## **Counselling during the summer**

- Tutke Staff is mainly on summer vacation on July – August.
- TeaK is entirely closed on July 11<sup>th</sup>- 24<sup>th</sup> 2015 (Mon-Sun, for two weeks)
- Tutke's office (4<sup>th</sup> floor, room 417) opens at August 15<sup>th</sup>.

## **Warmly welcome to start the new academic year 2016-2017!**

- But before that - we want to wish you all an enjoyable and relaxing summer!

*Folks at Tutke and Services for Study and Research*