

1. Log into WebOodi (<http://weboodi.uniarts.fi>) with your passwords.
2. Choose *PSP* in the navigation bar. You will be moved to the Study rights and study plans page.

Choosing a degree structure and giving the study plan a name

1. Select the planned year of graduation and **save**.
2. You can start working with your study plan by clicking *Create new PSP*.
3. Pick the right degree structure. There can also be only one option.
4. Give the study plan a name. The recommended form is name+date e.g. Virtanen Ville, date. **Save**. You will be moved to the Study plan page. Don't use any special characters such as ‘

Planning the studies, adding and removing study courses, writing comments

You can search and add study courses to your study plan with the *add*-link. You will be moved to a general search page, where you can search for study courses that belong to certain subject areas and with the name or the code of the course.

The study courses will be saved into your study plan after you have selected them and pushed the *Add to the PSP*-button.

With the *Delete*-button you can remove study courses. You can also schedule a study course at a time with the *Schedule*-button. NB: it's easier to schedule the whole study plan than a study course at a time. Read more below.

*SIBA: If you wish to add studies taken at another university to your study plan (Credit transfer) or if you plan to take e.g. Joo studies (flexible studies at another Finnish university), you can add that kind of courses into your study plan with the code **m** ("Course taken elsewhere"). Pick the ECTS credit amount and write information about the studies to the comment field. Please note: You must always fill in a separate application form for the head of the department when applying for credit transfer!*

Enrolment for tuition

If the enrolment time for tuition is going on there is an icon ("man") beside the name of the course in your study plan. You can enrol on tuition by clicking the icon. Remember that you must enrol for tuition even if the course is added to your study plan!

Check the enrolment dates in Artsi!

Scheduling the studies (Schedule interleaf)

1. Select the academic terms when you are planning to study the courses. If the study course lasts several years tick several terms. *Please check that there is tuition on the preferred time!*
2. If it's possible to choose the ECTS credit amount for a course (so-called sliding scale e.g. 2-4 ECTS), you can write the ECTS amount in the empty field. Remember to **save**.

Substitution of Courses (not in use in all degree programmes)

On this page, you can substitute a course required in your degree with another course or attainment. You can also mark your PSP some alternative ways to complete the course. Substitute courses can be, for example, courses completed at the Open University or courses completed in other ways.

Please remember that credits from a substitute course do not add up to your PSP until your PSP Advisor has approved the substitute.



It is a good idea to talk about the substitutes, for instance, with your PSP Advisor first in order to be sure everything will go according to your plans. Choose *Substitute with a course* or, if you want to use a completed course as a substitute, choose *Add completed course or examination*.

Other completed courses

(for students with previous completed studies at the University of the Arts)

On the *Other completed courses* interleaf you can see the completed courses that are not included into your study plan. You can add studies into your study plan on this interleaf. There is a menu where you can choose the part of your study plan where the course will be added.

Commenting on your study plan

You can comment on a specific study course by clicking . When you have written a comment, the icon will look different: . You can also write comments concerning your whole study plan and your studies by choosing *Comments on the PSP* on the top of the page. If you want your advisors to see the comments, remember to tick the box. Write all comments to the written plans, not in the message field when you send the study plan.

Printing the study plan

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 “*Avaat toisella ohjelmalla/Open With Different Viewer*”.

Sending the study plan for checking and approval

In order to send the study plan to the advisors, you must set the study plan as primary.

1. Pick the draft you wish to send.
2. Choose *Set as primary* on the top of the page.

By choosing *Submit for approval* (on the top of the page), you will see a list of advisors. Pick one and send him a message. Write the covering message into the field. Please don't write any relevant information into the message, as it will not be saved in WebOodi.

Read the conditions well and *send the study plan for approval*. The status of the study plan will change from *Primary* to *Waiting for approval*. If you wish to cancel the sending, you can do it by pressing the “Cancel submission” button.

Checking the study plan and making corrections and changes

If the advisor wants you to change your study plan before he approves it, he can return the study plan. The study plan's status will change back as *Primary*. You will get an email message (to your @uniarts.fi-address) if the advisor returns or approves your study plan.

Approving the study plan and following the studies

If your study plan is approved, it will be locked and you cannot revise it anymore. You will get a copy of the approved study plan. It shows as *primary* in WebOodi. You can update the primary study plan.

Your studies are based on your course signup and approved PSP. You can find your course signups on WebOodi *My studies*. The status of the course is then confirmed.

Completed credits will update into the individual study plan (green symbol) and under *Completed studies* in WebOodi. If a study attainment expires, a red symbol will appear in front of it in the study plan.

Updating and changing your PSP

When you want to update or change your previous approved PSP, proceed as follows:

1. Sign in WebOodi and choose PSP from the left side menu.
2. There is a copy of your previous approved PSP, which 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 with the Functions-button.
3. Make the necessary changes:
 - 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
 - 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 you had planned 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. In this way it is easier for your Advisor to see the changes you have made. NB! Do not write the changes on the message section when you are submitting the PSP, they are not saved on WebOodi.
5. Submit your PSP.

More information about the individual study plan and academy specific instructions and schedules can be found here:

<https://artsi.uniarts.fi/en/studying/study-planning/individual-study-plan>