



26th June 2017

SUMMER LETTER: ACADEMIC YEAR 2017–2018 IN TEAK AND TUTKE

Changes in personnel in Tutke

- Doctor of Arts Laura Gröndahl** has been appointed to the post of part-time (50%) university lecturer in artistic research 1.8.2017–31.7.2021.
- Doctor of Arts (Theatre and Drama) Pilvi Porkola** has been appointed (invitation procedure) to the post of part-time (80%) Professor in Artistic Research 1.8.2017–31.7.2018.
- The updated list of the doctoral students' [Responsible Professors](#) has been added to Artsi.
- To help the new academic personnel's orientation **we ask all doctoral students to send** an abstract of their current research plan, max. one page, **by 15th August 2017** per e-mail to Laura, Pilvi as well as cc to Annika.

Enrolment to the University

- Every degree student and students completing is to **enrol in the university** every academic year either as present or absent
- In the academic year 2017-2018, the enrolment is to be done **before August 15th 2017**.
- Enrolment is done via [WebOodi](#).
- More information on enrolment can be found in [Artsi For students](#) –shortcut.

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.

- Paying the [membership fee](#) entitles **doctoral students** to use all of ArtSU's own services (grants, legal advice, Artist Directory, calendar etc.) and to order a student card, with which also doctoral students get discounts in student restaurants and many cultural facilities.
- All the student discounts and benefits offered by [Frank](#), which can allow you to save a lot of money, are also available for doctoral students that join the student union. Furthermore, the student union includes doctoral students in its interest advocacy work.
- In the academic year 2017–2018, the membership fees for the University of the Arts Student Union are as follows:
 - Doctoral student, for the whole academic year: €41,00 (20,50/semester; Finnish Student Health Services FSHS not included)
- More information can be found on the [Student Union's pages](#).

Starting the Academic Year

- Tutke's study weeks start on week 37, 11th-15th September 2017.**
- The ABCD for Doctoral Students* is arranged for the new comers on 6th-8th September 2017. We **welcome the new doctoral students with a toast on 6th September 2017 at 6.15 pm** at the researchers' sanctum, above the Library. **Welcome to join us!**
- Officially** the academic year however begins on August 1st 2017 and ends on July 31st 2018.
- The University of the Arts Helsinki's **Academic Year's Opening Ceremonies** will be held on **Friday September 1st 2017, at 3 pm** at the Music Hall Concert Hall, with a toast afterwards in the Green Room and different programmes in the concert halls downstairs.

Information on Studying

- More detailed info on Tutke's curriculum for the academic year 2017–2018 is available on Uniarts.fi [Tutke-pages](#).
- Glossary for planning your studies:**
 - **Degree requirements =**
Describe the studies [required in a degree](#) and offer the doctoral student information about the Study Modules and the learning outcomes.
[Choose the *Studies* menu from the black ribbon on the top and then *Degree requirements* from the lilac/blue "accordion".]
 - **Curriculum and Schedule =**
Studies offered [each academic year](#) as well as the up-to-date information about specific courses with information on their schedule and class rooms.
[Choose the *Studies* menu from the black ribbon on the top and then *Curriculum for the Academic Year 2017–2018 and enrolling* from the lilac/blue "accordion".]
- The **quickest route** to Tutke's curriculum for the academic year 2017-2018 is the [study guide](#) in WebOodi.

- Information on courses in the other Degree Programmes as well as the Joint Studies at the University of the Arts Helsinki is available at [Uniarts-pages](#).
- Signing up for [TeaK's joint studies in August](#) (BA- and MA-courses) has already ended. For more information on the possible cancellations, please contact: minttu.aalto@uniarts.fi.

Student Schedules and Compiling One's Own Schedule

- With *Asio Student Schedule* programme, students can compile **their own schedules**. You can transfer e.g. [Tutke's calendar](#) onto your electronic calendar or print out and personalise it with your own appointments. The possible changes in teaching times etc. are automatically updated into Asio. We recommend you to familiar yourself with the Student Schedule [guidelines](#).
- 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 **25th August 2017**.
- Signing up for the thematic small groups in 2017-2018 has ends on **30th June 2017**.
- Sign-up period for **Spring term is from 1st to 30th November 2017**. 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.** Outside the sign-up period, you cancel your sign-up by sending an e-mail to Elina or Annika.

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/eHOPS).
- 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 responsible professor at Tutke.
- The updated research** plan will also be discussed in the PSP-discussion, so please, update your research plan already now, as to be prepared for the discussion which **will take place early in the autumn**.
- 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 as well as the Study Services Staff, e.g. study affairs coordinator and research coordinator, are on summer vacation **from July to mid-August**.
- TeaK is entirely closed on 8th - 24th July 2017

Warmly welcome to start the new academic year 2017-2018!

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

Tutke and Study Services Staff