

How to use UGIS 3.0

Doctoral candidate

Sanna Ranto



UGIS 3.0

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



UGIS™

University of Turku Graduate School Information System



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



Home

- PENDING TASKS

- Tasks waiting for your reaction

- LATEST POSTS

- What has happened in your UGIS (doctoral candidates)

- NEWS

- The list of the newest news

UGIS™

SAANNA RANTO (DOCTORAL CANDIDATE)

VIEWES

- Home
- News
- Links
- Lifecycle view

PENDING TASKS

Event: Annual reporting

Annual reporting

GO TO EVENT

LATEST POSTS

14.10.2020 15:33 – Sanna Ranto

Event: Seminar attendances

I use an electronic form to apply for seminar credits

Title of study credits

-

...and 2 other fields

DISPLAY ANSWERS

14.10.2020 15:32 – Sanna Ranto

Event: Seminar attendances

Seminer attendance

Date

15.10.2020

...and 4 other fields

DISPLAY ANSWERS

7.10.2020 8:50 – Sanna Ranto

Event: Accepting personal study plan

Plan needs revisions

Comment

-

DISPLAY ANSWERS

SHOW MORE

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

- Change language

VIEWS

Home

Lifecycle

News

Links

PENDING TASKS

Event: Updating the supervision plan

Instructions for doctoral candidate

GO TO EVENT

Event: Annual reporting

Annual reporting

GO TO EVENT

NEWS

Ugis 3.0 timetable

25.5.2020 — Administrator

- Doctoral candidates lifecycle view
- List of all news
- List of links

Event: Degree certificate

Degree certificate signed

Change language



SAANNA 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

You can log out by closing the browser.

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 UGIS supervisor and other supervisors, subject supervisor and monitors
- Modules
 - Beginning doctoral studies
 - Personal study plan, studies and research
 - Supervisory meetings
 - Annual progress monitoring
 - Doctoral candidate's progress
 - Dissertation process and graduation
- **Every title in the module box is a link.**
- The colour of the submodule tells the situation of the event. Green=ready, Orange=unfinished, Red=failed.

VIEWS

Home

Lifecycle

News

Links

SANNA RANTO

Test programme

UGIS SUPERVISOR Nina Lehtimäki (nkleht@utu.fi)

SUPERVISOR 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)

SUBJECT SUPERVISOR Outi Ijrjala (ouirja@utu.fi)

Module

Submodule

BEGINNING
DOCTORAL
STUDIES

HOW TO USE UGIS

SUPERVISION PLAN

PERSONAL STUDY
PLAN, STUDIES
AND RESEARCH

PERSONAL STUDY PLAN

POSTGRADUATE STUDIES

PLANS AND AGREEMENTS

SUPERVISORY
MEETINGS

MEETINGS

CAREER AND REVIEW
DISCUSSION

ANNUAL
PROGRESS
MONITORING

ANNUAL REPORTING AND
MONITORING ACTIVNESS

DOCTORAL
CANDIDATE'S
PROGRESS

DOCTORAL CANDIDATE'S
PROGRESS

DISSERTATION
PROCESS AND
GRADUATION

INSTRUCTIONS

ACCEPTING A COMPLETED
DOCTORAL STUDIES
MODULE

THESIS MANUSCRIPT TO

Group view

- If you click a subtitle, you enter the view of the submodule. There you can see the status of events.
- When you click the main title of a module, you will enter a group view of the module.
- In these views, you find the links to the events.

UGIS™

SANNA RANTO (DOCTORAL CA...

SANNA RANTO

Test programme

UGIS SUPERVISOR Nina Lehtimäki (nkleht@utu.fi)
SUPERVISOR 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)
SUBJECT SUPERVISOR Outi Irjala (ouirja@utu.fi)

Lifecycle / Personal Study Pla... / Personal study plan

GROUP

Personal study plan

UNFINISHED Accepting personal study plan

NOT STARTED Updating personal study plan

Events

VIEWES

- Home
- News
- Links
- Lifecycle view

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 Doctora... / 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*.

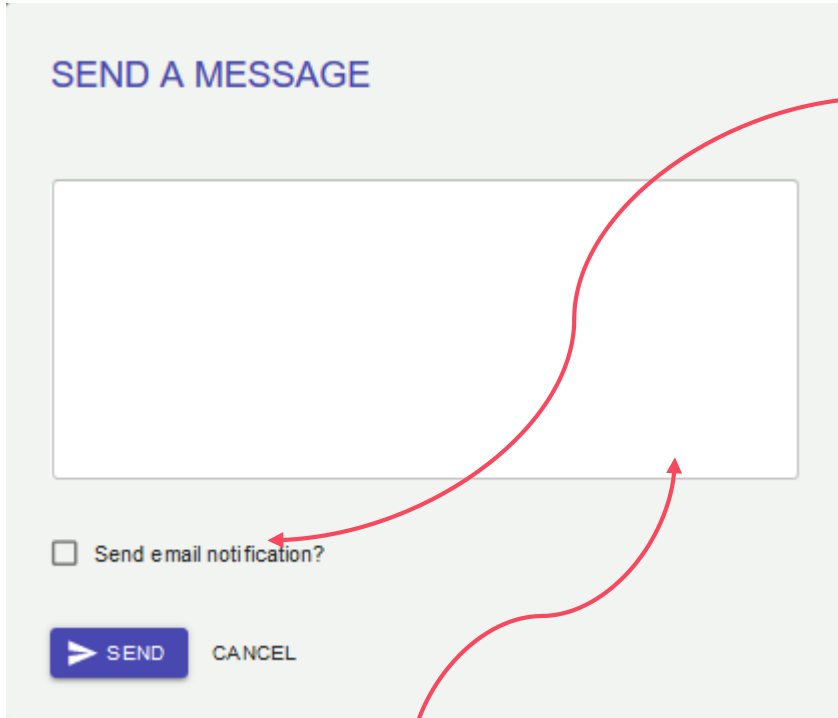
Comment

Here you can add notes about this event.

DONE MY INFORMATION NEEDS CORRECTIONS

- The 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 candidates and supervisors can have different instructions.
- Fill in a form (if any) and change the phase of the event. This is visible only for the person in the responsible role.

Send a message



SEND A MESSAGE

Send email notification?

CANCEL

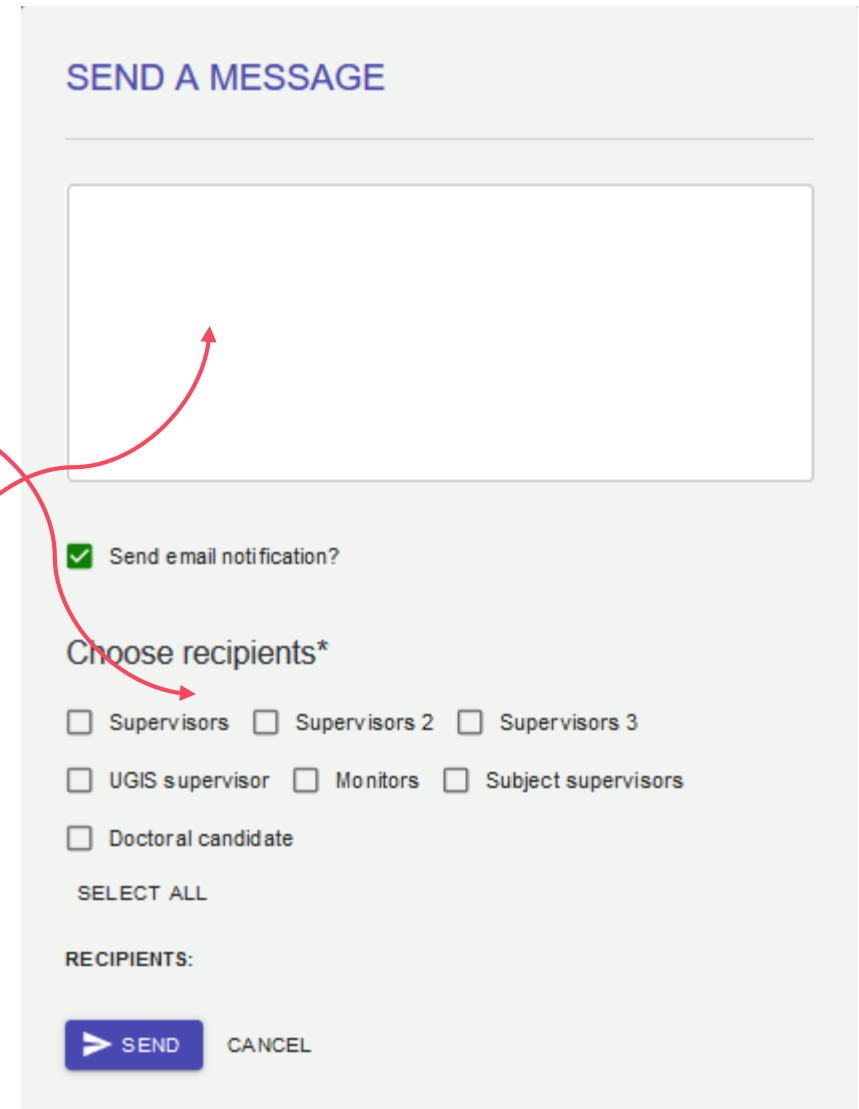
If you want to send an email, select *Send email notification*.

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:

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

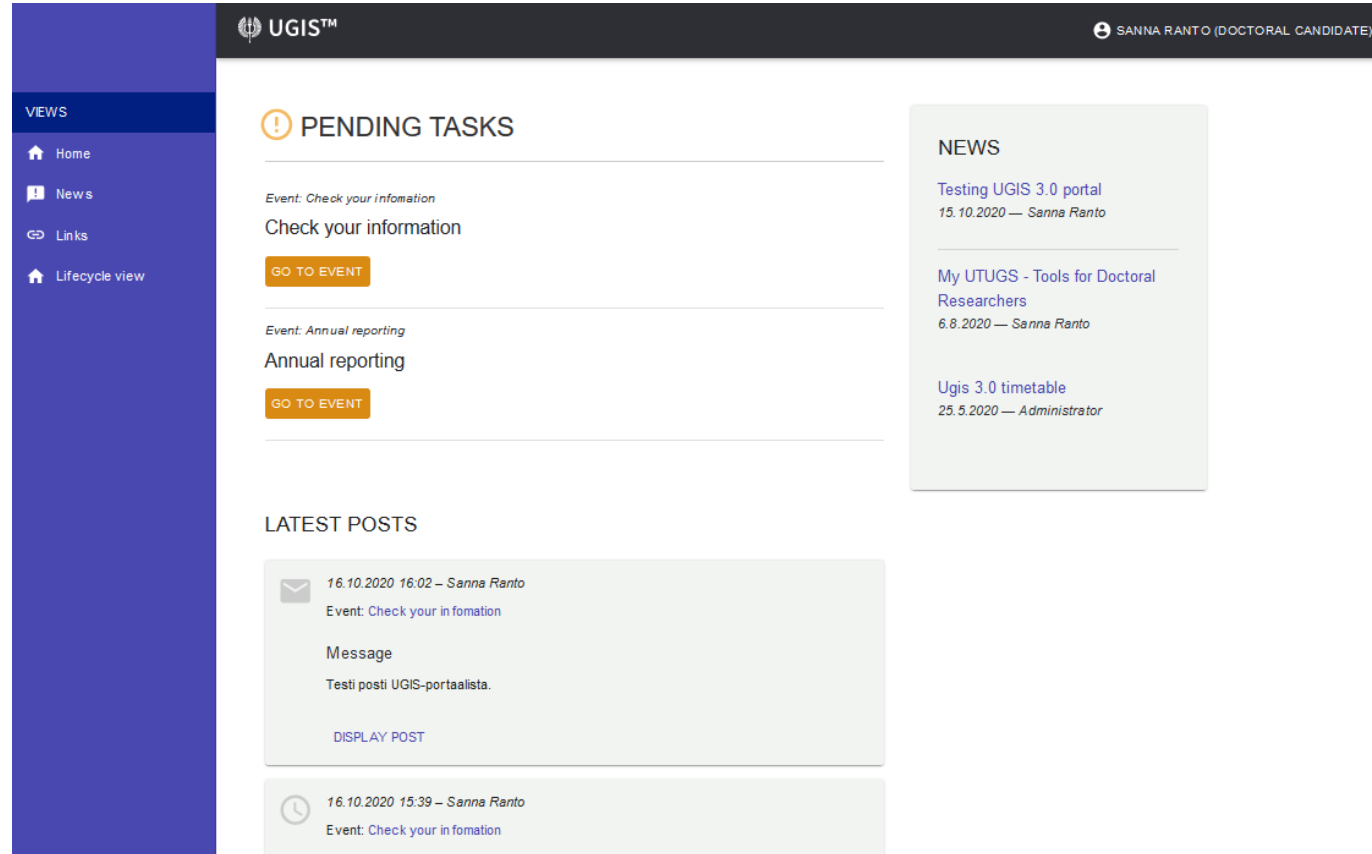
- Posts related to the events are at the end of the page.
- Here you can see, who and when has changed the phase of the event.
- As well here are notes and emails written in the event.
- You can see the whole post by clicking *display post/answers*

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.



The screenshot displays the UGIS™ user interface. At the top, the UGIS™ logo and the user's name, Sanna Ranto (Doctoral Candidate), are visible. A left sidebar contains navigation options: Home, News, Links, and Lifecycle view. The main content area is titled "PENDING TASKS" and lists two tasks:

- Event: Check your information**
Check your information
[GO TO EVENT](#)
- Event: Annual reporting**
Annual reporting
[GO TO EVENT](#)

Below the tasks is a "LATEST POSTS" section with two entries:

- 16.10.2020 16:02 – Sanna Ranto
Event: Check your information
Message
Testi posti UGIS-portaalista.
[DISPLAY POST](#)
- 16.10.2020 15:39 – Sanna Ranto
Event: Check your information

On the right side, there is a "NEWS" section with three items:

- 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

Questions: ugis@utu.fi





**TURUN
YLIOPISTO**