

How to use UGIS 3.0

Supervisors

Sanna Ranto



**TURUN
YLIOPISTO**

UGIS 3.0

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



University of Turku Graduate School Information System



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



Home

- PENDING TASKS

- Tasks waiting for your reaction

- LATEST POSTS

- What has happened to your doctoral candidates

- NEWS

- The list of the newest news

The screenshot shows the UGIS™ web application interface for a supervisor. The top navigation bar includes the UGIS™ logo and the user name 'SANNA RANTO (SUPERVISOR)'. The left sidebar contains navigation options: VIEWS (Home, News, Links), USER SEARCH (Search), and MY SUPERVISEES (Monitor, Supervisor, Subject supervisor, UGIS supervisor). The main content area is divided into three sections: PENDING TASKS, LATEST POSTS, and NEWS. The PENDING TASKS section lists two events: 'Supervisor's statement on annual monitoring' and 'The third phase', both with 'GO TO EVENT' buttons. The LATEST POSTS section shows two entries for 'Seminer attendance' by Jenni Kankaanpää, dated 5.11.2020. The NEWS section on the right features a post titled 'Ugis 3.0 timetable' dated 25.5.2020.

UGIS™

SANNA RANTO (SUPERVISOR)

VIEWS

- Home
- News
- Links

USER SEARCH

Search

MY SUPERVISEES

- Monitor
- Supervisor
- Subject supervisor
- UGIS supervisor

PENDING TASKS

Event: Supervisor's statement

Supervisor's statement on annual monitoring

Doctoral candidate: Tiia Forsström

GO TO EVENT

Event: Monitoring progress

The third phase

Doctoral candidate: Tiia Forsström

GO TO EVENT

LATEST POSTS

6.11.2020 13:31 – Jenni Kankaanpää

Doctoral candidate: Jenni Kankaanpää

Event: Seminar attendances

Seminer attendance

Date

5.11.2020

...and 5 other fields

DISPLAY ANSWERS

6.11.2020 13:30 – Jenni Kankaanpää

Doctoral candidate: Jenni Kankaanpää

Event: Seminar attendances

Seminer attendance

Date

5.11.2020

...and 5 other fields

NEWS

Ugis 3.0 timetable

25.5.2020 — Administrator

Home

- List of all news
- List of links

• Change language

SAANNA RANTO (SUPERVISOR)

VIEWS

Home

News

Links

USER SEARCH

Search

MY SUPERVISEES

Monitor

Supervisor

Subject supervisor

UGIS supervisor

Doctoral candidates according to your role to them.

Click to open

PENDING TASKS

Event: Monitoring progress

The third phase

Doctoral candidate: Tiia Forsström

GO TO EVENT

LATEST POSTS



16.10.2020 15:48 – Teemu Tuovinen

Doctoral candidate: Teemu Tuovinen

Event: Doctoral programme's process to confirm activeness

Active

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



SAANNA RANTO (DOCTORAL CAND.DATE)

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.

IEWS

- 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

IEWS

- 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



Doctoral candidate's Lifecycle view

- Click the name of the doctoral candidate
- Information of the candidate's 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.

UGIS™

SANNA RANTO (SUPERVISOR)

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

Module

Submodule

BEGINNING DOCTORAL STUDIES

PERSONAL STUDY PLAN, STUDIES AND RESEARCH

SUPERVISORY MEETINGS

ANNUAL PROGRESS MONITORING

DOCTORAL CANDIDATE'S PROGRESS

DISSERTATION PROCESS AND GRADUATION

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

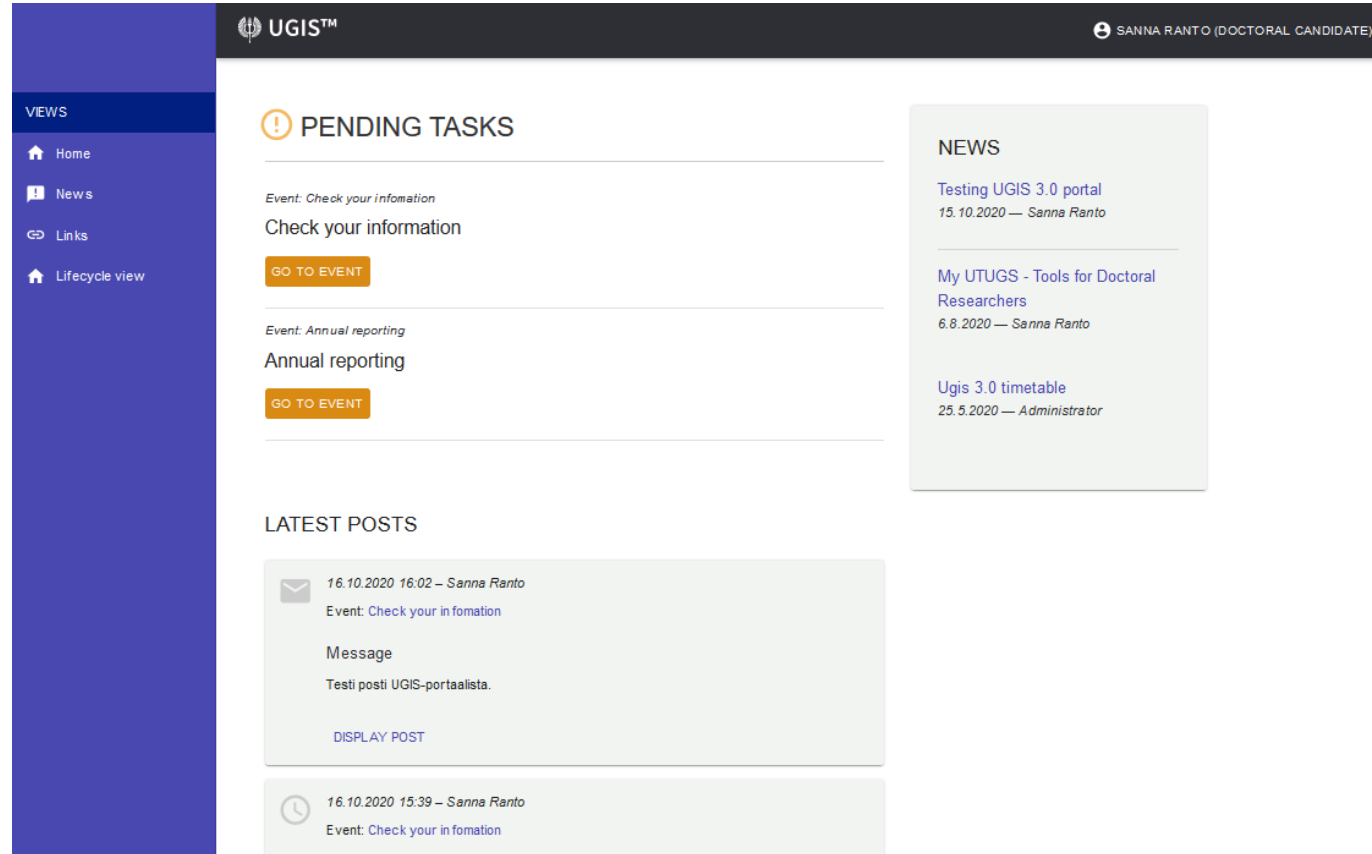
- Posts related to the events are at the end of the page.
- Here you can see, who and when has changed the phase of the event.
- As well here are notes and emails written in the event.
- You can see the whole post by clicking *display post/answers*

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 pending 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





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