

UGIS

My UTUGS, 12 September 2025

Sanna Ranto, Chief Academic Officer, Research Career Unit

UGIS

Information system developed at the University of Turku for the needs of the university's graduate school.

Users:

- doctoral researchers,
- supervisors,
- administrators from the doctoral programmes and faculties,
- directors of doctoral programmes
- heads of departments

Contains information about all the doctoral researchers and their supervisors in each doctoral programme.

Supervisors are able to see all their doctoral researchers and monitor their progress.

Acts as a portal, which offers instructions as well as digital services such as accepting doctoral studies credits and eforms related to the dissertation process.



UGIS 3.0

https://ugis.utu.fi



University of Turku Graduate School Information System

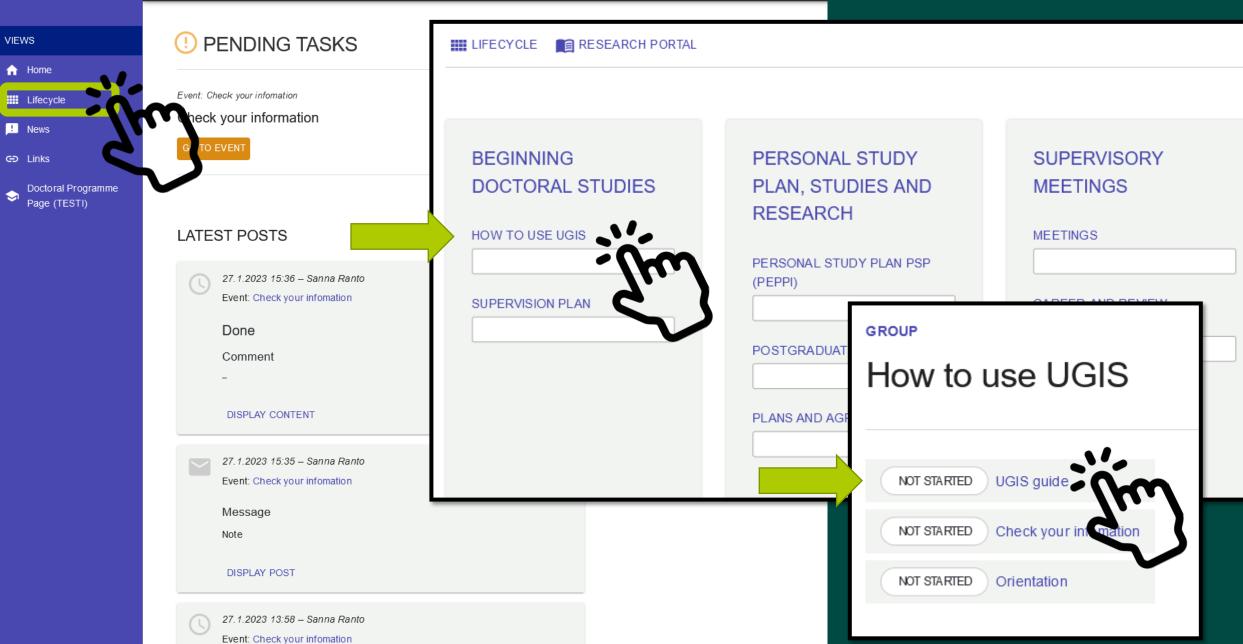
3.0 BETA



UTUGS | Privacy policy



Done



UGIS Instructions

- <u>UGIS instructions for a doctoral</u> researcher (PP)
- Home view of a doctoral researcher (video 1:49)
- <u>Lifecycle of a doctoral researcher</u> (video 4:50)

In Finnish:

- Väitöskirjatutkijan aloitusnäkymä (video 1:32)
- Väitöskirjatutkijan elinkaari (video 4:13)

CURRENT STEP

UGIS guide

LEAVE A MESSAGE

UGIS is an information system developed for the needs of the University's graduate school. It contains the information about all the doctoral researchers and their supervisors in each doctoral programme of the University. UGIS covers the life cycle of doctoral training in its entirety (from an applicant all the way to a disputant). Its function is to act as a portal, which offers instructions as well as digital services such as getting doctoral studies credits accepted and electronic forms related to the dissertation process. The supervisor is able to see all their doctoral researchers and monitor their progress. In addition to doctoral researchers and supervisors, among UGIS users are coordinators and administrators from the doctoral programmes and faculties.

The UGIS instructions for a doctoral researcher

Instruction videos:

- 1. Home view of doctoral researcher
- 2. Lifecycle of doctoral researcher

The UGIS instructions for supervisors

There are two types of events in the UGIS portal:

- 1. Events that, as instructed, are completed in the portal.
- Events that are instructive, i.e. meant to be guides or checklists for the doctoral researcher.



Problems with UGIS

- If you have problems with UGIS, contact your doctoral programme coordinator!
 - Coordinators takes care of registering UGIS users, so if you can't log in contact your coordinator.
- If the coordinator can't solve your UGIS problems, you can contact uqis@utu.fi



Doctoral researcher's lifecycle view

List of all news

List of links

PENDING TASKS Event: Annual reporting Annual reporting Event: Updating the supervision plan Instructions for doctoral candidate

LATEST POSTS



Event: Accepting a completed doctoral studies module Submit application Select study plan ..and 2 other fields DISPLAY CONTENT

4.11.2020 15:51 - Sanna Ranto Event: Degree certificate

Degree certificate signed

NEWS

The code of conduct for doctoral training of the Faculty

SANNA RANTO (DOCTORAL CANDIDATE)

Timetable of the decisions concerning doctoral training at the Faculty of Science 15.1.2021 - Sanna Ranto

Orientation to Doctoral Studies in Human Sciences, 3.2.2021 14.1.2021 — Anne Niemimäki

SHOW MORE

Home

- PENDING TASKS
 - Tasks waiting for your reaction
- LATEST POSTS
 - What has happened in your **UGIS**
- NEWS
 - The list of the newest news

Click the links to go on.



Change language



Select the preferred language from English and Finnish.

You can log out by closing the browser or by clicking *Log out.*





SANNA RANTO (DOCTORAL RESEARCHER)

VIEWS

♠ Home

IIII Life cycle

! News

G⊃ Links

LINKS

DOCTORAL TRAINING IN THE FACULTY OF SCIENCE

POSTER TEMPLATES OF UTU

DOCTORAL TRAINING AT THE FACULTY OF TECHNOLOY

ELECTRONIC FORM:PROPOSAL OF PEOPLE INVOLVED IN THE DISSERTATION PROCESS (NOT FACULTY OF MEDICINE)

ELECTRONIC FORM: REGISTER A STUDY CREDIT FOR DOCTORAL STUDIES

STUDY GUIDE

ELECTRONIC FORM: SUBMITTING DISSERTATION MANUSCRIPT TO THE FACULTY FOR THE PRE-EXAMINATION

STUDY REGISTER - PEPPI

ELECTRONIC FORM: PROPOSAL OF PEOPLE INVOLVED IN THE DISSERTATION PROCESS (FACULTY OF MEDICINE)

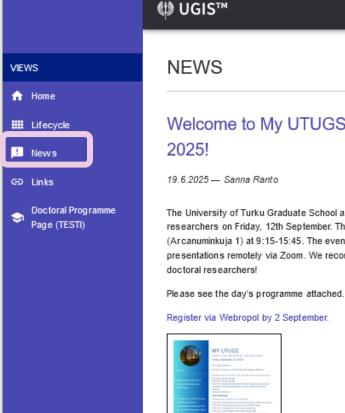
ELECTRONIC FORM: STUDENT MOVE - STUDY RIGHT APPLICATION TO ÅBO AKADEMI (ÅA) OR TURKU UNIVERSITY OF APPLIED SCIENCES (TURKU UAS)

ELECTRONIC FORM: CHANGING THE MAJOR SUBJECT OR TARGET DEGREE OF THE DOCTORAL DEGREE

SEARCH FOR FUNDING - RESEARCH PROFESSIONAL

ELECTRONIC FORM: SUPERVISIONPLAN FORM

Links & News



Welcome to My UTUGS event on September 12,

SANNA RANTO (DOCTORAL RESEARCHER)

The University of Turku Graduate School arranges My UTUGS orientation day for doctoral researchers on Friday, 12th September. The event is held in Auditorium Aava, Arcanum (Arcanuminkuja 1) at 9:15-15:45. The event is on-site but it is also possible to watch the presentations remotely via Zoom. We recommend arriving on-site to meet other new





Lifecycle view

- Information of your doctoral degree study right.
 - Enrollment status is *Attending*, when you have enrolled with the university as an attending student. If this status is *not found*, you have to enroll with the university!
- Information of your UGIS supervisor and other supervisors.

 Moreover you can have: monitors, a research director and a head of major subject.

- Modules these includes instruction
 - Beginning doctoral studies
 - · Pesonal study plan, studies and research
 - Supervisory meetings
 - Annual progress monitoring
 - Dissertation process and graduation
- Every title in the module box is a link.
- The colour of the submodule tells the situation of the events.
 - White=not started,
 - · Orange=unfinished,
 - Green=ready.

A link to the research portal, where you should add your publication information.





Test programme

w Ouis

LIFECYCLE STATUS Active

ENROLLMENT STATUS not found

TARGET DEGREE Doctor of Philosophy

SUBJECT MATTER TEST field

STUDY RIGHT SINCE -

UGIS SUPERVISOR Sanna Ranto (samano@utu.fi)

SUPERVISORS Sanna Ranto (samano@utu.fi), Kitti Nykänen (kinyka@utu.fi)

SUPERVISOR 2 Sanna Ranto (samano@utu.fi)

SUPERVISOR 3 Sanna Ranto (samano@utu.fi)

MONITOR Sanna Ranto (samano@utu.fi)

RESEARCH DIRECTOR Sanna Ranto (samano@utu.fi)

HEAD OF MAJOR SUBJECT Sanna Ranto (TEST field)

III LIFECYCLE 🗐 RESEARCH POR

BEGINNING DOCTORAL STUDIES

HOW TO USE UGIS

SUPERVISION PLAN

SUPERVISION PLAN

PERSONAL STUDY
PLAN, STUDIES AND
RESEARCH

SANNA RANTO (DOCTORAL RESEARCHER)

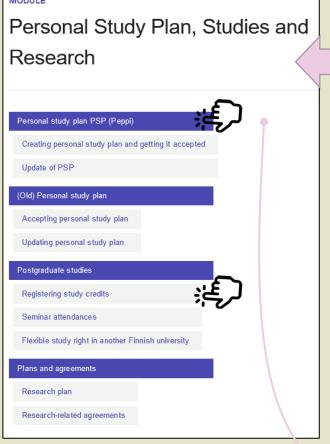
PERSONAL STUDY PLAN PSP (PEPPI)

PERSONAL STUDY PLAN (REAL-TIME VIEW)

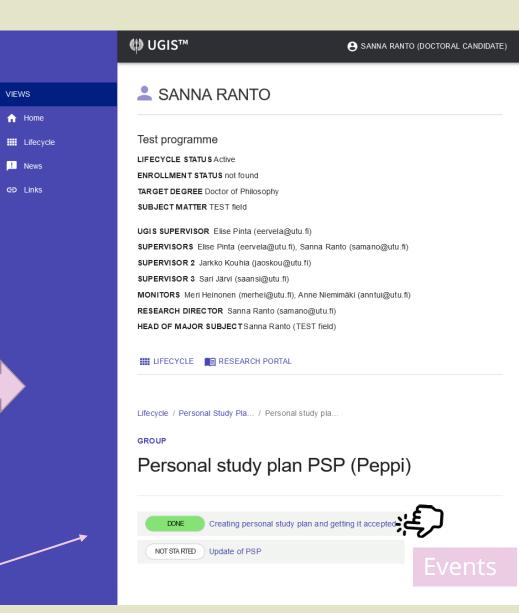
POSTGRADUATE STUDIES

PLANS AND AGREEMENTS

Group view



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







VIEWS

n Home



C∋ 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 Doctoral... / How to use UGIS / Check your infomat.

FVFNT

Check your infomation

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

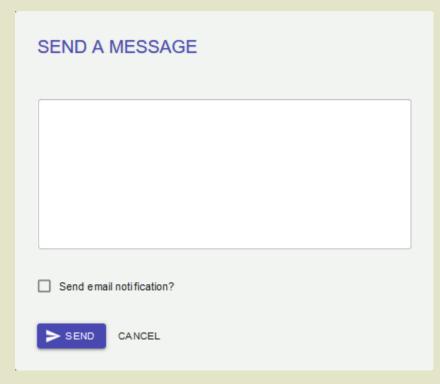
MY INFORMATION NEEDS CORRECTIONS

Events

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



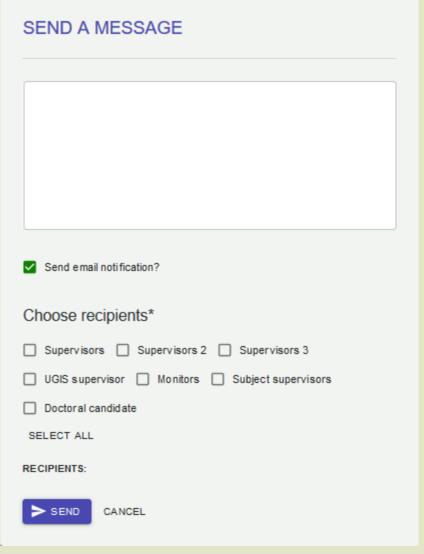
Send a message



It is possible to send a note to the UGIS event without selecting recipients and sending an email. 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.



Write a message and click send.



EVENT STATUS NOT STARTED

RESPONSIBLE

Doctoral candidate (vou)

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		

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

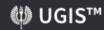


Pending tasks

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.



VIEWS



♠ Home



IIII Lifecycle



C⇒ Links



Annual reporting

GO TO EVENT

Event: Updating the supervision plan

Instructions for doctoral candidate

PENDING TASKS

GO TO EVENT

LATEST POSTS



25.1.2021 15:20 - Sanna Ranto

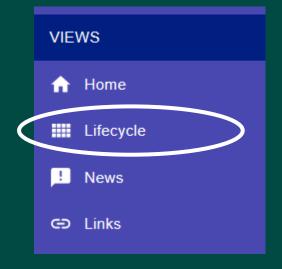
Event: Accepting personal study plan

The plan is forwarded to the research director for acceptance Comment

DISPLAY CONTENT

Modules of the lifecycle





Start using UGIS from here.

BEGINNING DOCTORAL STUDIES

HOW TO USE UGIS

SUPERVISION PLAN

PERSONAL STUDY PLAN, STUDIES AND RESEARCH

PERSONAL STUDY PLAN PSP (PEPPI)

(OLD) PERSONAL STUDY PLAN

POSTGRADUATE STUDIES

PLANS AND AGREEMENTS

SUPERVISORY MEETINGS

MEETINGS

CAREER AND REVIEW DISCUSSION

follow-up group meetings

Place for the

memos of

supervisor

meetings and

If you have a cotutelle agreement on completing the doctoral degree jointly in a university abroad, then you will have this module.

COTUTELLE

COTUTELLE

ANNUAL PROGRESS MONITORING

ANNUAL REPORTING AND MONITORING ACTIVENESS

Annual progress monitoring after 1-1,5 year studies.

Supervisors give their statements of doctoral researcher's activity

DISSERTATION PROCESS AND GRADUATION

INSTRUCTIONS

ACCEPTING A COMPLETED DOCTORAL STUDIES MODULE (PEPPI)

(OLD) ACCEPTING A COMPLETED DOCTORAL STUDIES MODULE

THESIS MANUSCRIPT TO PRE-EXAMINATION

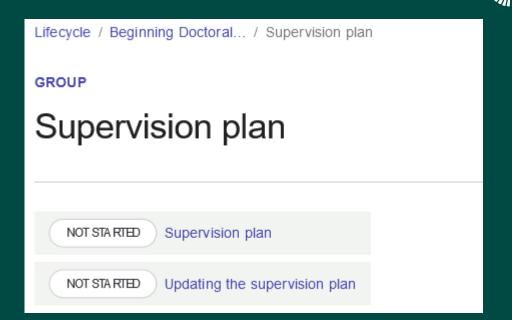
PRE-EXAMINATION

Detailed instructions for the dissertation process and forms for that.



Supervision plan





Electronic form for supervision plan

- https://forms.utu.fi/private/ohjaussuunnitelma/
- If you have not made a supervision plan with your supervisors (for example when you applied for the doctoral degree study right), then you should do it now.
- If you already have the supervision plan, but you have to change supervisors, monitors or a research director, you can use the electronic form for applying for the change.

Welcome, Sanna Ranto! This page is automatically delivered in the language defined by the URL or your browser settings Change the language: Suomeksi / In English Log out

Information about the



SUPERVISION PLAN

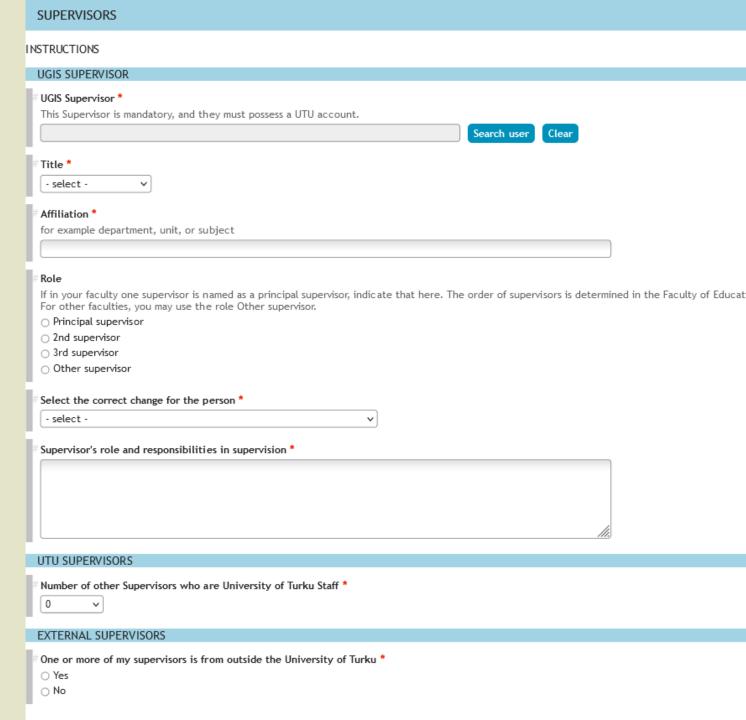
This form is for creating or changing a supervision plan. If you have already made a supervision plan with this form, you can make a copy of it for changes with the 'Copy information to a new form' button found in its top corner.

- I have not made a supervision plan before (for example when I applied for the right to study for a doctoral degree)
- O I am updating my supervision plan
- · The supervision plan expires if the doctoral candidate is moved to the passive register.

DOCTORAL CANDIDATE	
Name and Email *	
Sanna Ranto (sanna.ranto@utu.fi)	
Username *	
samano	
Phone Number *	
Priorie Mulliber	
Doctoral Programme *	
- select -	~
Faculty *	
- select - v	
Major Subject *	
Research Plan	
If it changes along with a supervisor	
Drop a file here or click to browse.	
Starting date of the doctoral degree * mm/yy	
Estimated time of completion of the degree * mm/yy	
Mode of attendance *	
Mode of attendance " Full-time	
O Part time	

Supervision plan

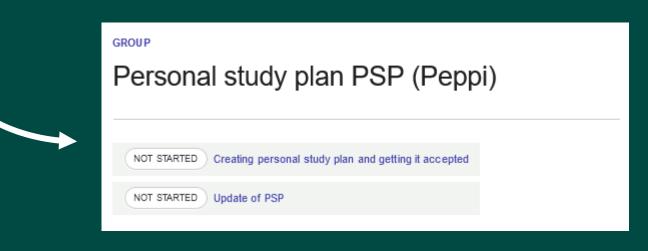
- Add information about your supervisors who have utu user account.
 - Especially, a UGIS supervisor must have an utu account.
 - The form goes them for signature.
- Add also information about your supervisors who do not have utu account.
 - You have to collect the acceptance from these supervisors for example by email and attach it in the second phase of the form.



Personal Study Plan (PSP)







Personal study plan - PSP



- Discuss your studies with your supervisor.
- Do your personal study plan in the Peppi system: https://student.peppi.utu.fi
- Ask the coordinator of your doctoral programme to check your plan.
- When the plan is fine, the coordinator will transmit it to your supervisor, researh director or head of major subject (depending on your faculty) for approval in the UGIS portal.
- You will see the accepted plan in the UGIS.



Registering study credits







Register a study credit for doctoral studies

- https://forms.utu.fi/private/opintosuorituksenhyvaksynta
- You have to apply for registration of study credits which are not courses at the university.
 - Conference presentations
 - Teaching
 - Research visit
 - Courses (not at UTU)
 - Publication
 - Other
- The coordinator of you doctoral programme will check your application and forward it to acceptance.

Welcome, Sanna Ranto! This page is automatically delivered in the language defined by the URL or your browser settings. Change the language: Suomeksi / In English Log out

More information ▼



REGISTER A STUDY CREDIT FOR DOCTORAL STUDIES



With this form, a doctoral researcher applies for the registration of postgraduate study credits. An administrator checks the form before forwarding it to the approver. The application may also be sent to be approved by the Head of the Doctoral Programme.

Please include only studies which can be accepted by the same person in one application (see the instructions of your doctoral programme, for example, in the UGIS portal). If necessary, make several applications which can then be forwarded to different approvers.

Name *	
Sanna Ranto	
Username *	
samano	
Doctoral Programme *	
- select -	~
Supervisor * who you can contact for more information	

Registration for a study credit or inclusion of studies completed elsewhere: select this option if you wish to accept and register a study credit (e.g. conference presentation, teaching, research visit) in accordance with the curriculum of your doctoral programme. Select this option also if you want to include courses you have completed at another higher education institution (including open university) in your degree. The course you have completed does not directly substitute any course in your degree, but it is possible to include it in your degree, for example as part of the elective studies.

Most courses completed at the University of Turku will be registered in the study register automatically, so you do not need to approve them using this form.

Substitution of studies: select this option if you want to replace a compulsory course with studies of similar content taken elsewhere. As a general rule, when requesting substitutions, the course must be of university level and should be equivalent in content and scope to the course to be replaced. Vocational further education and training is not accepted.

A maximum of 10 credits from a previously completed doctoral degree may be accepted. The number of credits that may be accepted from a Licentiate's degree varies from one doctoral programme to another (see the guidelines and regulations of the doctoral programme/faculty).

Identification of prior learning acquired outside the formal education system: select this option if you wish to include learning acquired outside the formal education system into your doctoral degree. The focus is on the knowledge and skills acquired, rather than on experience as such. The previously acquired learning is compared with the learning outcomes of the course. If there is a match between the knowledge and the learning outcomes, full or partial replacement can be granted.

m a	applying for *
Rе	gistration for a study credit or inclusion of studies completed elsewhere
Sul	bstitution of studies
de	entification of prior learning acquired outside the formal education system
ırs	se or Study Module *
it :	you wish to be registered. Check the name in the Study Guide.
	Study Credits *
	Your suggestion for credits
	Type *
	Conference presentation
	(Teaching
	Research visit
	○ Course
	O Publication
	Other
	Description of your proposal for study credit *
	What, where, when. If the study guide or certificate of completion does not specify the study credits, detail the number of hours spent. Conformation is needed if the proposal concerns a publication.

Get inspired.

