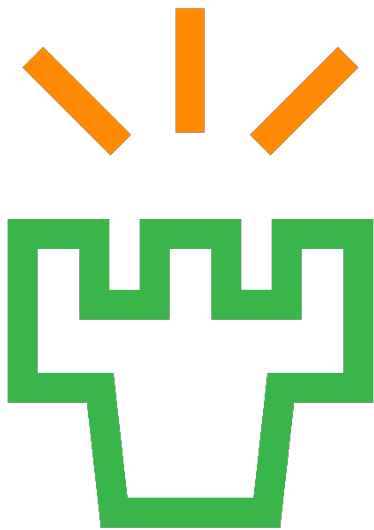


OSAT

Student's e-Services



**OULUN
YLIOPISTO**

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1 Student login

A student logs in to system in address <https://osat.oulu.fi> with university user account. Account name format is **username** instead of `username@student.oulu.fi`. In case of login problems, please contact OSAT helpdesk (osat@oulu.fi).

Those students who do not have valid university account can also use Citizen's account registration (`suomi.fi`) for logging in.

2 Student role in OSAT online system

The application process is transparent for students in OSAT online system and communication takes place mainly in the system. In OSAT, a student has a right to:

- Add new applications and attachments in OSAT
- Send an application to be processed
- Reply to requests for additional information
- View the handling process of their own application
- View the (proposal and) decision of their own application
- Delete their own application
 - if it is not yet sent to be processed
 - if it is waiting for a reply to a request for additional information from the student

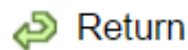
3 Application process

1. The process always starts with a student filling in, saving and sending an application in the system. A student can fill in and edit their application until they have sent it to be processed. After sending the actual application, a student cannot change it; the application can only be supplemented with additional information and attachments. A student can also delete their saved application before sending it.
2. The application sent by a student is waiting to be processed.
3. Study secretary or application handler can add additional information or attachments to the application. Study secretary or application handler can also ask for additional information in the system from student, of which the student is notified by email. After the application is being handled (or a proposal is made) the application is transferred to the correct decision maker.
4. Student receives an email when a decision maker has reached a decision.
5. After the decision, the study secretary registers the decision and transfers the decision to Oodi.

4 Navigation in the system

You should always navigate by using the system's own navigation buttons and functions. It is not advised to use browser navigation buttons (such as "back" and "forward"), since they will not work properly within this application.

You can return to earlier view by clicking the system's `Return` button on top of page (picture below).



5 Student's views

5.1 Front page

After logging in the student view looks like this (picture below):

≡ Log out

e-Services

- Front page
- My applications
- RPL application
- Application for extended study period
- Reactivation of study right
- Application for degree certificate
- Certificate of student status
- Resignation form
- Personal information
- Switch processed study right

Welcome to e-Services as student

Students can fill in applications and follow up the progress of their applications via e-Services.

At the moment, your study right has no applications in the system.

User logged in:
Opiskelija 1 KTK
Student
Markkinoinnin koulutusohjelma
Markkinointi

By choosing `My applications` from the main menu a student can view a list of their own applications, id number of the application, time stamp when it was sent to be handled, type of application, last change that was done to the application and the status (new, registered) of the application. Different application types are listed in the main menu.

By choosing `Personal information` from the main menu a student can view their information that cannot be edited in OSAT. It is strongly advised that the student keeps email messages on so that they receive requests for additional information on applications or decisions.

If a student has several study rights, by choosing `Switch processed study right`, a student can change the study right towards which the application is processed.

5.2 Personal data

Personal data tab lists student's personal and study information. OSAT system sends messages primarily to student's official email address `username@student oulu.fi` to ensure data protection. A student cannot update personal data in OSAT (picture below).

| 1. Personal data | | 2. Application | 3. Attachments | 4. Sending |
|--------------------|------------------------------------|----------------|----------------|------------|
| Student number | | | | |
| Surname | Smith | | | |
| First name | Student | | | |
| Personal ID | | | | |
| Email | firstname.lastname@student oulu.fi | | | |
| Faculty | Oulu Business School | | | |
| Study right | | | | |
| Major subject | Marketing | | | |
| Specialisation | | | | |
| Status of presence | Present | | | |

5.3 Applications in the OSAT-system

Application students can fill in OSAT-system are: RPL-application, application for extended study period, reactivation of study right, application for degree certificate, application for certificate of student status and resignation form. A student chooses the type of application from the main menu, after which every application contains four different tabs (picture below).


| 1. Personal data | 2. Application | 3. Attachments | 4. Sending |
|------------------|----------------|----------------|------------|
|------------------|----------------|----------------|------------|

The functionalities and necessary attachments of every application are specified in the following.

5.3.1 RPL-application

Recognition of prior learning (RPL) refers to the set practices by which previously acquired skills and competencies can be identified, assessed and acknowledged (e.g. previous studies or work experience) that can be included in student's degree. Application is visible only if the study right is valid and if the student status is 'Present' in Oodi.

A student should fill in the application as accurately as possible and remember to add all the required attachments and certificates. A student must fill in a new application towards every course, if it does not concern a study module. 'Select previous application' button (picture below) opens a list of all RPL-applications the student has submitted earlier.

| | |
|---|--|
| I have previously applied for substitution with using the same records* | <input type="radio"/> No <input type="radio"/> Yes <input type="button" value="Select previous application"/>  |
| Study right has begun | 01.08.2013 |

This is necessary when a student is applying another course to be credited with same records. When clicking the `Select previous application`, certain fields will be prefilled with the same information than in the chosen application (e.g. name of the institution / organization, country of the institution / organization, level of degree / studies / acquired learning). The prefilled information can also be edited or deleted if necessary.

RPL-application is divided into three different parts in OSAT-system: 1) prior learning institution / organization information, 2) information on previously acquired learning, and 3) course / module to be credited.

5.3.1.1 Prior learning institution / organization information

The student writes down information on learning institution or organization, where he/she has previously acquired studies or learning (picture below).

Instructions:

- Exchange programme: *(fill in if the studies are done on exchange)*
- Extent of degree / study module: *(fill in for an entire degree or study module)*
- Degree in original language and in English: *(fill in for an entire degree or study module)*
- Date of degree: *(fill in for an entire degree or study module)*

| Prior learning institution / organization information | |
|---|----------------------|
| Name of the institution / organization in original language and in English* | <input type="text"/> |
| Country of the institution / organization* | <input type="text"/> |
| Accomplishment language* | <input type="text"/> |
| Address of the institution / organization* | <input type="text"/> |
| Start date* | <input type="text"/> |
| End date* | <input type="text"/> |
| Level of degree / studies / acquired learning | <input type="text"/> |
| Exchange programme ⓘ | <input type="text"/> |
| Extent of degree / study module (for example, ECTS credits / weeks) ⓘ | <input type="text"/> |
| Degree in original language and in English ⓘ | <input type="text"/> |
| Date of degree ⓘ | <input type="text"/> |
| Additional information | <input type="text"/> |

5.3.1.2 Information on previously acquired learning

The student writes down information on previously acquired learning, such as previous studies or previously acquired other competencies (picture below).

Instructions:

- Code and name of the course: *(fill in only for studies)*
- Code and name of the course in English: *(fill in only for studies)*
- Total extent of the acquired learning: *(use integers)*
- Unit type of the acquired learning : *(select extent unit from the drop down menu: ECTS credit, hours, weeks, months, years, points, weeks, units. If necessary, the student can explain the used extent unit in more detail in additional information below)*
- Grade: *(fill in only for studies)*
- Accomplishment language: *(fill in only for studies)*

| Information on previously acquired learning | |
|---|----------------------|
| Code and name of the course* | <input type="text"/> |
| Code and name of the course in English* | <input type="text"/> |
| Total extent of the acquired learning* | <input type="text"/> |
| Unit type of the acquired learning* | Select extent unit ▼ |
| End date of the acquired learning* | <input type="text"/> |
| Grade | <input type="text"/> |
| Accomplishment language | <input type="text"/> |
| Additional information | <input type="text"/> |

5.3.1.3 Course / module to be credited

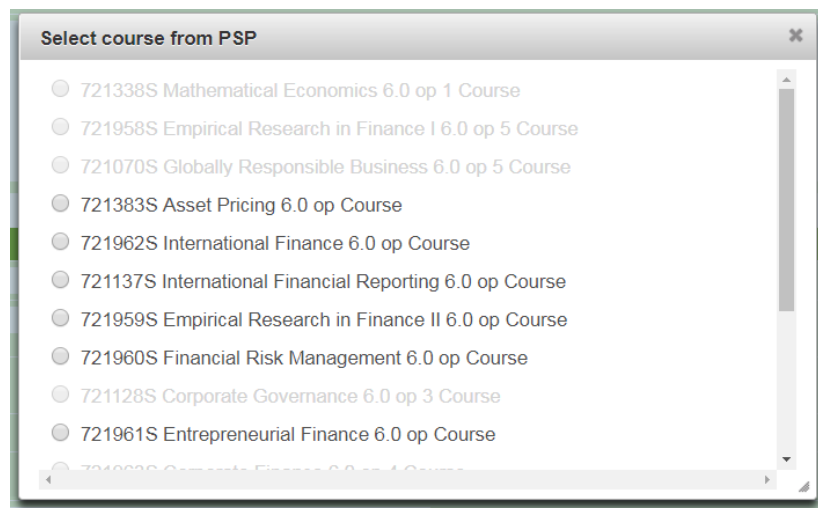
The student lists the information concerning the course or module to be credited to their degree. If the student has an OodiPSP, a single course can be chosen directly `Select course from PSP` button (picture below). If the student does not have an OodiPSP, they write down the name of the course or a study module to the field `Course / module to be substituted`.

Instructions:

- Course to be substituted: *(select course from electronic PSP)*
OR
- Course / module to be substituted: *(write here the name of the course / module you propose to be credited)*
- Grounds for substitution: *(you can justify your reasons here)*

| | |
|---|---------------------------|
| Course / module to be credited | |
| Course to be substituted | Select course from PSP OR |
| Course / module to be substituted | |
| Grounds for substitution | |
| <input type="button" value="Save application"/> <input type="button" value="Remove application"/> | |

‘Select course from PSP’ button opens a separate pop-up window (picture below), that lists all the courses from student’s latest OodiPSP. From those a student can choose one course, which has not yet been given a grade (in black). The courses in gray are passed courses. A student must fill in a new application towards every course he/she wants to have credited, if it does not concern a study module. The reason for this is that the responsible persons of the courses might be different and the application proceeds more promptly if many do not handle it. Please note that information from previous application can be copied and edited by clicking ‘Select previous application’ button, as explained earlier.



A student can not edit the application once he/she has submitted it to be processed. A student may be asked to give additional information later on. At that point a student can add more attachments or even delete the application if necessary.

Required attachments in RPL-application are as follows (pdf):

- Approved PSP in pdf-format (if you could not choose the substituted course directly from the electronic PSP).
- Documentation of education (such as certified copies of certificates and transcripts of records; pdf-copies of the original). Titles of programmes/courses must be provided in English.

- Course descriptions, containing information on course content, learning outcomes and credits. If a description is not available in Finnish, Swedish or English, the applicant must provide one in English.
- Applicants with a completed degree must attach a copy of the Diploma or Certificate (pdf-copies of the original) and, at least, the title of the degree earned in English (contained, for example, in the Diploma Supplement). If the degree certificate is not available in Finnish, Swedish or English, the applicant must provide a translation in English.
- Other relevant documentation to establish equivalent learning (e.g. employment certificate).

More information on rectification process for [rejected decision on RPL](#).

5.3.2 Application for extended study period

A student may apply for an extension to their study right in order to enable completion of studies if their target timescale is running out. The extension is applied through application for extended study period (picture below).

| 1. Personal data | 2. Application | 3. Attachments | 4. Sending |
|---|----------------|--|------------|
| Contact information that can be used to request additional information | | | |
| Email address* | | <input type="text"/> | |
| Telephone number* | | <input type="text"/> | |
| Information is not automatically transferred to WebOodi. If you do not have an account to WebOodi, update your contact information in WebOodi after activation of your account. | | | |
| Degree program / major subject* | | <input type="text"/> | |
| Degree for which extended study period is applied* | | <input type="text"/> | |
| Amount of degree studies completed* | | <input type="text"/> Credit | |
| Applied extended study period* | | <input type="text"/> semesters | |
| Current study right end date | | 31.07.2020 | |
| Reason for application for extended study period* | | <p>Courses in my PSP have been overlapping too much</p> <p>I don't know what courses I should take</p> <p>I am unable to get a passing grade of the compulsory course despite the retakes</p> <p>Participating in international student exchange</p> <p>Delay in writing the thesis</p> <p>Lack of counselling in thesis work</p> <p>The subject of my thesis is too difficult</p> <p>I don't know who to contact</p> <p>Family reasons</p> <p>Own or family illness</p> <p>Other difficult life situation</p> <p>Lack of motivation</p> <p>Living in other place than in Oulu</p> <p>Activity in society or in the university community</p> <p>Systematic competitive sports</p> <p>Working in addition to studying</p> <p>I am studying in another degree programme at the same time</p> <p>Other reason, please clarify below</p> | |
| Description of reasons for delay* | | <input type="text"/> | |
| <input type="button" value="Save application"/> | | | |

When granted, the minimum extended period shall be one term (approx. 6 mo), and the maximum extension is four terms (2 years). The decision on the extension is made by the Education Dean. A student must present a viable study plan with specified goals regarding the completion of their studies. The decision maker grants an extended study period on the basis of the study plan and taking into consideration the extent of the studies already completed and yet to be completed, if the student is in a position to complete their studies within a reasonable time period.

A student must check from WebOodi how many completed credits they have towards their degree. A student must choose at least one reason for application for extended study period. Hold down the <Ctrl> key while selecting multiple items in the list (picture above). A student must also write a description of reasons for the delay and attach attachments that gives reasons for the delay.

Required attachments for applying for an extended study period (pdf):

- Transcript of studies. A student can order an official digital transcript of studies from WebOodi.
- An up-to-date study plan specifying the studies to be completed within a given schedule. Your PSP (personal study plan) adviser or your tutor/study counsellor must approve the plan. The plan must indicate which courses will be completed as well as the timescale during which they will be completed.
- Attachments that disclosure the reasons for delay (for example, a medical certificate).

Read more on negative decisions and [requests for rectification](#).

5.3.3 Reactivation of study right

Each study right reactivation is applied separately. If your study right is reactivated, you will get a right to re-register and you are required to pay re-registration fee of 35 eur.

| 1. Personal data | 2. Application | 3. Attachments | 4. Sending |
|--|----------------|----------------------|------------|
| Contact information that can be used to request additional information | | | |
| Email address | | <input type="text"/> | |
| Telephone number | | <input type="text"/> | |
| OSAT system sends messages primarily to student's official @student oulu.fi email address. | | | |
| Study right to be restored has begun | | 01.08.2013 | |
| <input type="button" value="Save application"/> | | | |

Required attachments for reactivation of study right are (pdf):

- If you are studying for a Bachelor's, Master's or Licentiate degree and you have failed to register, you are required to provide an up-to-date personal study plan (PSP), specifying the

studies to be completed within a given schedule, that has been approved by your instructor, PSP advisor or tutor teacher.

- If you are a doctoral student and you have failed to register, you must attach an updated Doctoral training plan approved by the Chairman of the Follow-up Group and a Follow-up group evaluation report, filled in by the Chairman of the Follow-up Group.

If you have not yet started your studies at the University of Oulu but have failed to register, you are not required to provide any attachments.

Rectification for reactivation of study right

- The study right has begun prior to 1.8.2005 (passive register): it is not possible to appeal for a rectification to this decision, because the decision does not cause losing of the study right (Administrative Judicial Procedure Act, 5§ and 51§).
- The study right has begun on 1.8.2005 or after: it is possible to file a written request for rectification to the Board of Examiners within 14 days of having been notified of the decision (YOL 558/2009 82.2§).

Read more information on [reactivation of study right](#).

5.3.4 Application for degree certificate

Application is visible only if the study right is valid and if the student status is 'Present' in Oodi. A student must submit an application for degree certificate to be able to graduate from the University of Oulu. A student must check from his/her own faculty websites more detailed information what information is needed in order to fill in for the degree certificate (picture below).

| | | | |
|---|----------------|--|------------|
| 1. Personal data | 2. Application | 3. Attachments | 4. Sending |
| Degree | | | |
| Name of major subject / degree programme / orientation and number of credits | | | |
| Name of minor subjects / modules and number of credits (if exists) | | | |
| I study in teacher education programme | | <input type="radio"/> Yes <input type="radio"/> No | |
| | | If yes, taught subjects | |
| Language and communication studies and number of credits | | | |
| Free elective studies and number of credits | | | |
| Other studies and number of credits ⓘ | | | |
| Mother tongue | | | |
| Language of maturity exam | | | |

The dates for graduation vary by faculty, so if the student participates in the graduation event, they must check the dates from their own faculty website. A student chooses one of three options for the 'Delivery of degree certificate' (picture below): 1) to collect the degree certificate from their [Faculty Study Affairs office](#), 2) to be delivered home or 3) to participate in the graduation event, where the degree certificates are given. Please note that the number of guests allowed to participate in the event varies by faculties (3 guests are allowed only in faculties OBS, FEdu, FMed).

| | |
|---|--|
| Delivery of degree certificate | |
| Choose a graduation date: | <input type="text"/> Check the graduation dates from the website of your faculty. |
| <input type="checkbox"/> I collect the degree certificate from the Study Affairs Office of the faculty. | |
| <input type="checkbox"/> I participate in the graduation event. Number of guests: <input type="text"/> | |
| <input type="checkbox"/> I request the degree certificate to be delivered to the address given below: | |
| Street address | <input type="text"/> |
| Postal code | <input type="text"/> |
| City | <input type="text"/> |
| Country | <input type="text"/> |
| Local phone number | <input type="text"/> |
| Degree certificate is sent as an unregistered letter and is under the responsibility of the student. | |

Those students who are submitting a Bachelor's degree certificate should answer national Finnish Bachelor's Graduate Survey. Students sign in to survey by using their university student account. The survey can only be answered after the student has passed 160 ECTS or more.

5.3.5 Certificate of student status

A student can order a certificate of student status through OSAT (picture below). The application is visible only if the study right is valid and if the student status is 'Present' in Oodi.

| 1. Personal data | 2. Application | 3. Attachments | 4. Sending |
|---|----------------|---|------------|
| Type of certificate* | | Select | |
| Purpose of use | | | |
| I want the certificate language to be* | | <input type="radio"/> in Finnish <input type="radio"/> in English | |

No attachments are needed for ordering a certificate of student status.

5.3.6 Resignation form

A student may renounce their study right to the university by filling out a resignation form (picture below) through OSAT-system. The student is considered to have renounced the study right from the date of submitting the resignation form. If the student has been admitted to a degree programme consisting of both bachelor's and master's level study right, the student renounces both study rights when renouncing their bachelor's study right in the OSAT system.

A student who withdraws their study rights can no longer be a member of the Student Union nor are they entitled to student allowance or other benefits related to student status. Renouncing the study right is binding and the student cannot pursue studies for the degree after renouncing the study right. The study right can only be obtained again through regular admission procedures.

| 1. Personal data | 2. Application | 3. Attachments | 4. Sending |
|---|----------------|---|------------|
| Resignation reason code* | | Select | |
| Optional explanation | | | |
| Date of resignation* | | The date of resignation will be the date when the student sent the application. | |
| I have read these terms and accept them* | | <input type="checkbox"/> Yes | |

No attachments are needed for withdrawing the study right.

5.4 Adding attachments

- By pressing 'Add a new attachment' button a new attachment can be added.
- Attachments can be added to all applications, if needed.
- Attachments need to be in PDF-format (file_extension.pdf)
- 'Add a new attachment' function has a maximum size of 2MB. In practice the limit for the attachment size is about 1953K bytes.
- Student can add attachments at any stage of the process if the application is at his/her possession (not yet sent or then additional information is requested).

The list shows the attachments that are already added to the application. The attachment are in a descending order by their date. With the buttons at the end of the row the student can edit and remove the appendix (picture below). Editing or deleting the attachment is not possible after submitting the application.

Attachments are saved as part of the application when added. There is no need to save the application separately after adding the attachments. 'Save application' button is not active after the student has submitted the application. 'Remove application' button is active only before the student has sent it to be processed or when an application is waiting for additional information from the student. The user is asked for verification before removing an application.

1. Personal data
2. Application
3. Attachments
4. Sending

Add the required attachments to the application (before sending it).
Required attachments (pdf):

- A transcript of studies. A student can order an official digital transcript of studies from WebOodi.
- An up-to-date study plan specifying the studies to be completed within a given schedule. The plan must be approved by your PSP (personal study plan) instructor or your tutor/study counsellor. The plan must indicate which courses will be completed as well as the timescale during which they will be completed.
- Attachments that disclosure the reasons for delay (for example, a medical certificate).

Note! Remember to save any changes you made before handling the attachments.

Add a new attachment

| File name | Attachment type | Creation date | Created by/Added by | Edit/delete |
|--|---------------------|---------------|---------------------|--|
| Accepted personal study plan | Accepted personal | 07.08.2017 | TaTK Opiskelija 4 | Edit Remove appendix |
| Transcript of records.pdf | Transcript of recor | 07.08.2017 | TaTK Opiskelija 4 | Edit Remove appendix |

Save application

Remove application

Choose the attachment with 'Browse' button (picture below). Possible attachment types are same for all applications:

- Accepted personal study plan
- Transcript of records
- Medical certificate
- Other

After adding the attachment, the control stays in the same window (picture above). Successful addition is verified by the information text, that states the number of attachments that were added (picture below).



A student can be asked to show the original certificate, if the electronic attachment is suspected to be forged.

5.5 Sending application

A student submits the application by clicking 'Save and send' (picture below), and the application is sent to the handler group in the student's faculty. 'Save and send' tab is no longer active, when a student has submitted the application.

5.6 Additional information

'Additional information' tab is shown after the application is submitted to be processed. 'Additional information' tab lists both replies for requests for additional information, as well as additional information that has been given without requests. Additional information items are listed in descending order by their date and time. The time and date of the request for additional information is the time when the request was sent to be handled.

Personal data Application Attachments **Additional information** Handling history Requests for additional information

Note! Remember to save any changes you made before handling the additional information.

Add new

| Date ↕ | Created by/Added by ↕ | Text ↕ | Edit/delete |
|------------------|-----------------------|-------------------------------------|-------------|
| 22.02.2017 15:55 | Samuel Student | Attachment is added now! | Edit Remove |
| 27.02.2017 16:17 | Samuel Student | Here is the information you needed. | Edit Remove |

Save application Remove application

- A student can give additional information if the application is waiting for that from the student.
- Responsible handler can add more information at any point, if they have started processing the application.
- Your own additional information can be edited or deleted until the request for additional information is sent. Additional information that was sent before can not be edited or deleted.
- When the application is sent, more detailed information of a single additional information can be viewed through 'Handling history' tab and the student can not edit the application anymore.
- 'Save application' button is active only until the application is sent to be handled.
- The application can be deleted if it has not been sent to be handled or if the student has a request for additional information waiting to be answered. The user needs to confirm the deletion of an application.
- When adding additional information there is a text box for adding new additional information (picture below).
- After adding the additional information the control stays on the same page. Adding new information successfully is informed by text, which states the number of additional information items in the application (picture below).

Additional information saved. Number of additional information items in the application: 1

Return Add new additional information

Text*

Save

5.7 Handling history

‘Handling history’ tab shows all of the functions that have been directed towards the application in question (picture below).

| Function | Date | Recipient | Definition | Created by/Added by |
|--|------------------|----------------|--|---------------------|
| Email sent | 22.02.2017 12:35 | Faculty Staff | I have answered you now. | Samuel Student |
| Request for additional information handled | 22.02.2017 12:35 | Faculty Staff | I have answered you now. | Samuel Student |
| Additional information added | 22.02.2017 12:32 | | Now I added the requested attachment. | Samuel Student |
| Attachment added | 22.02.2017 12:31 | | Transcript_of_records.pdf | Samuel Student |
| Email sent | 22.02.2017 12:30 | Samuel Student | Can you add the transcript of records? | Faculty Staff |
| Request for additional information | 22.02.2017 12:30 | Samuel Student | Can you add the transcript of records? | Faculty Staff |
| Handling started | 22.02.2017 12:30 | | | Faculty Staff |
| Sent to be handled | 22.02.2017 12:30 | Faculty Staff | | Samuel Student |
| Attachment deleted | 22.02.2017 12:29 | | myPSP.pdf | Samuel Student |
| Attachment added | 22.02.2017 12:29 | | course_descriptions.pdf | Samuel Student |

Functions are listed by default in descending order by date. By clicking the ‘Function’ field one can take a closer look at the information in the function. ‘Created by/Added by’ field shows the handler, who has done the action in question. An empty handler-field means that the system has created the action automatically.

‘Recipient’ field shows the handler, who the function is directed to; in request for additional information it is the target for request, in answer for request for additional information it is the request sender and in changing the handler it is the new responsible handler.

5.8 Requests for additional information

If a student receives a request for additional information, student is notified by email. When a student opens an application with new requests for additional information, the control moves automatically to ‘Requests for additional information’ tab. Requests are listed by default in descending order by date. Listing shows all of those requests for additional information that have not been answered yet. A request for additional information can be viewed in more detail and answered by clicking any field of the row (picture below).

| Sending date | Sender | Status | Message |
|------------------|-----------------|-------------------|-------------------------------------|
| 09.03.2017 17:11 | Study Secretary | Waiting for reply | Could you please add an attachment? |

If the application has only one request for additional information to a student, clicking 'Reply for additional information request' button returns the application to a state where the student can not add attachments or delete the application (picture below). If the application has several open requests, replying to the last one locks these actions from the student.

| | |
|-------------------------|---|
| Message type | Request for supplementary information |
| Message content* | Can you please still add the requested attachment that was missing? |
| Sender | Study Secretary |
| Recipient* | Samuel Student |
| Sending date | 09.03.2017 17:11 |
| Response | |

Handler who has requested additional information from a student, can also withdraw the request or return the application to themselves in the midst of the request.

5.9 My applications

In 'My applications' a student can find all of their applications listed in the system. The listing is organized in descending order by the application ID number as default. Any of these applications can be viewed in more detail by clicking any field of a certain row. The rows that are marked red, are waiting for additional information from a student (active requests for additional information, picture below) or the student has not yet sent the application to be processed (incomplete, picture below). The system sends a reminder email of your own applications.

My applications

| Id | Sent to be handled | Type | Last change | Status |
|-------|--------------------|---------------------------------------|------------------|---------------------------------|
| 10844 | 21.12.2017 08:37 | Application for extended study period | 21.12.2017 08:39 | Waiting for further information |
| 10843 | 21.12.2017 08:36 | Resignation form | 21.12.2017 08:36 | New, waiting for decision |
| 10842 | 21.12.2017 08:36 | Reactivation of study right | 21.12.2017 08:41 | Under conclusion |
| 10841 | 21.12.2017 08:35 | Certificate of student status | 21.12.2017 08:39 | Registered application |
| 10821 | | Degree certificate | 11.12.2017 09:05 | Incomplete |
| 10761 | 21.11.2017 13:51 | RPL application | 23.11.2017 15:12 | Currently being handled |

6 Statuses of the applications

- Incomplete (row is shown red)
 - Student has started to fill in a new application that has not yet been sent.
- New, waiting for decision
 - Student has sent a new application to be handled.
- Currently being handled
 - User (study secretary/handler/decision maker) has started to handle the application.
 - User has transferred the application to another handler.
- Waiting for decision
 - Proposal of the decision has been presented to the application and it is waiting for decision.
 - Decision maker has returned the application to handler and he/she has returned it back to decision maker.
- Under conclusion
 - Decision maker is handling the application that has been presented a proposal.
- Handled
 - Application has a decision. A student is notified by email.
- Registered application
 - Study secretary has registered the decision to the system and also to Oodi.
- Waiting for further information (row is shown red)
 - Handler has sent a request(s) for additional information to the student or to the other handlers.
 - The application is not yet been handled after the reply for additional information.
 - The application information can be viewed, new requests for additional information can be added and it can be transferred to another handler. However, a proposal or a decision can not be made.

7 Application summary

The applications can be printed out of the system if needed or saved as pdf-files with 'Application summary' function. 'Application summary' function can be found from top of every application (picture below). Summary can be saved as pdf-file depending on browser when choosing 'Print' and changing printer: 'Save as PDF-format'. This function is applicable at least with Internet Explorer, Google Chrome and Mozilla Firefox -browsers. When pdf-format is chosen for printing, the system asks a new name for the file and a location where to save the file.

