

PERSONAL STUDY PLAN (PSP) FOR DOCTORAL STUDENTS QUICK GUIDE

The PSP allows you to plan and schedule your studies according to when you plan to graduate. The PSP is devised according to the degree structure and requirements of the major subject. You can create several study plans, but you must select one of them as the primary PSP and submit it to your principal supervisor and follow-up group for review, make possible changes according to their comments, and then submit it to your UniOGS coordinator for acceptance. The PSP will be officially accepted in a Doctoral Training Committee meeting together with your Doctoral Training Plan.

How to get started:

1. Go to: <https://weboodi oulu.fi/oodi/>
2. Login with your University of Oulu user id and password
(If you are missing a user id or you have problems with login, contact the IT Services Helpdesk at the Student Center, email: [neuvonta\(at\)oulu.fi](mailto:neuvonta(at)oulu.fi) or tel. 0294 48 3080)
3. From the links on the left, choose "PSP".
4. On the correct study right line, select the **newest** structure from the pull down menu and save. Doctoral study rights have "UniOGS" in the beginning, e.g. "UniOGS/DoD2005/Doctor of Scien/Industrial Engi/Industrial Engi"
5. Start creating your study plan by clicking the button "Create new PSP".
6. Choose a degree structure that is valid for your first year of doctoral studies. When you need to make another PSP later on during your studies, always use the same year for your degree structure. E.g. if you started your doctoral studies in 2013, you would select "Doctor of Technology, Industrial Engineering and Management (2013-2112)" throughout your doctoral studies.
7. Name your PSP for your own records, e.g. "PSP for October 2014 follow-up group". If applicable, choose "Teaching Tasks" boxes and save your degree structure.

Structure of PSP	Schedule	Substitution of courses	Other completed courses	Advisors' comments
------------------	----------	-------------------------	-------------------------	--------------------

Structure of PSP:

8. On this interleaf, all your compulsory courses are listed in follow areas: "General- and Transferable Skills Studies", "Field Specific Studies" and "Doctoral Thesis".
9. Optional studies: To add courses to General- and Transferable Skills Studies, Field Specific Studies or Teaching Tasks (if you have studies in this area), use the "Add courses to..." link. Select the "Add courses to..." link and write down the course code. From search results, choose the course by selecting the box in front of the line to add it to your PSP. If you wish, you can remove the courses from your study plan by selecting "delete" button.
10. If you want to add comments to courses click on an icon that looks like a sheet of paper, which is found after each course name.

[920007J Follow-up Group Reporting and meetings](#) 

This opens up "My objectives" and "Self-assessment" text fields. Write your comments, select "Visible to advisors" and save.

Schedule:

11. Schedule your courses under autumn (A) or spring (S) term for each academic year by ticking boxes. Save, and WebOodi calculates how many ECTS credits you planned on taking each semester and during each academic year.

2014-15		2015-16	
A	S	A	S
2.5	2	1.5	2
4.5		3.5	

Substitution of courses:

12. If you wish to suggest a substitute course, write down your own suggestion for the substitute course by using 'Suggest an alternative course' button. Acceptable substitutions are decided by your faculty (Field Specific Studies) and by the Graduate School (General- and Transferable Skills Studies), by using an AHOT-form (<http://www.oulu.fi/english/studying/supporting-your-studies/recognition-prior-learning-rpl>).

Other completed courses:

13. This interleaf allows you to move completed courses that do not appear on your PSP, to your study plan structure. Choose under which group heading you want to add your course, e.g. to "General- and Transferable Skills Studies" or "Field Specific Studies". Then select "Add to PSP" to move the course to the "Structure of PSP" interleaf.

Advisors' comments:

14. After your UniOGS coordinator or supervisor has commented on your PSP in Oodi, the comments will be shown here.

After selecting, comments, and scheduling, see links at the top of the page:

Edit the degree structure

PSP objectives

Set as primary

Send for acceptance

Edit the degree structure

15. Change the structure of your PSP, e.g. go back and add "Teaching Tasks" to your PSP structure if needed.

PSP objectives

16. Opens two text fields: "Objectives" and "Self-assessment" for adding further comments to your PSP. Remember to select "Visible to advisors" in order for comments to print out, and save.

Set as primary:

17. When your PSP is ready, change the status to "primary"

Send for acceptance:

18. Print your PSP from "Structure of PSP" interleaf, using the "Print PSP" link. Select "Print all comments" and select "PDF" button. Save and enclose the PDF file as part of your doctoral plan to your follow-up group. Send your PSP in Web-Oodi for acceptance by selecting "Submit for approval". Select your UniOGS coordinator from the list of people, accept the terms and the bottom of the page and press "Submit for approval" button. PSP will be accepted at a Doctoral Committee meeting.

When it is time to make a new PSP

Approved PSP's are archived PDF versions. After approval, a copy of your approved PSP appears in WebOodi with the same name, set as primary status. To continue with your previous plans, select this, and proceed according to the directions given in this paper.