

Information to international TUT HTI/User Experience students taking Human-Technology Interaction course units at the University of Tampere

NB: The instructions below are valid only in connection with TUT international Human-Technology Interaction / User Experience students taking HTI courses at UTA. These students are called HTI students below.

Study right

TUT HTI students are given a study right for the Human-Technology Interaction course units at the University of Tampere. The study right for the new students is given usually in August-September.

The UTA study right is valid for 4 years from the start of the studies at the home university, or to the end of your study right at the home university if you graduate earlier.

There is no need for HTI students to use the JOOPAS application system or Tampere3 inter-institutional application system to take HTI courses at UTA.

Enrolment at UTA

After the study right is given, UTA sends all new TUT HTI students the UTA registration form. You should fill in the form and return it to the UTA Registrar's Office. It is best to return the form in person, as you can then get your UTA basic user account (BUA) too at the same place. You will need to show your passport (or ID card if you are from EU/EEA) at the UTA Registrar's Office.

UTA Registrar's Office is located in the Main Building, room A 121, and is open on Mondays 10.00-16.00 and Tuesdays-Fridays 10.00-14.00 during semesters. Contact information is at <http://www.uta.fi/opiskelunopas/en/registrars-office>

From the Registrar's Office you will get a study certificate of your HTI study right at UTA. You also get your UTA basic user account from them.

You need to do this enrolment only once. In future, if you enroll present in your home university, your enrolment is valid at UTA too as we exchange enrolment information.

Basic user account and Student's Desktop & NettiOpsu

Currently the electronic services for students are primarily found and accessed through two services: Student's Desktop (a new service that will be further developed) and NettiOpsu (a service that will be discontinued in the future)

Student's Desktop was released 31 August 2016. Via Student's Desktop you can:

- View your academic transcript
- Send an unofficial transcript to any e-mail address
- Change your contact information
- Access other web tools related to study affairs

In the Student Bulletins section, you will be shown bulletins related to the degree programme and faculty you are studying in, as well as more general information directed to all students. By default, these bulletins will also be sent to your e-mail, but this can be turned off. You can also browse and read earlier bulletins.

Under Notifications, an automatic notification will be shown when you have been selected to a course, been placed in a queue or not been accepted in a course or you have recently received new credits or degrees.

NettiOpsu is a service that will be discontinued in the future and, as a result, has functions that overlap with those found on Student's Desktop. The following procedures, however, can only be done in NettiOpsu:

- enrol on examinations and courses (NB! the enrolment to electronic exams is done in the Electronic exam service)

For more information, please see <http://www.uta.fi/opiskelunopas/opiskelunopas/en/essential-information/electronic-services-and-web-tools-students>

You get your UTA basic user account from the UTA Registrar's Office together with information on how to activate the account when you enroll at UTA. You will need to show your passport (or ID card if you are from EU/EEA) when enrolling at the UTA Registrar's Office. The activation of the user account takes a few working days.

Key card and electronic exam

If you intend to take the course unit TIEVA36 Principles of Usability, User Experience and User Interfaces, you should know that the exam is taken electronically in an UTA computer lab. You must get a key card for the UTA computer labs from the IT Helpdesk to get entry to UTA computer labs.

You need the UTA key card also for the course unit TIEVS81 Usability Evaluation Methods. It will be activated during the course unit for access to the lab that is used in this course unit.

IT Helpdesk

Customer service desk: Mon-Thu 8-16, Fri 8-15, Main Building E246
On eves and outside teaching periods: Mon - Fri 8 am - 3 pm

Email: [it-helpdesk \(at\) uta.fi](mailto:it-helpdesk@uta.fi)

Contact form: <https://tietohallinto.uta.fi/> (UTA basic user account needed)

Telephone service: Customer service 040 190 4141

NB: You must have an ID card with your photo when collecting the UTA key card.

The key card is personal and can be used only by you. When you are taking an electronic exam, the key card opens the door to the room where the electronic exam is given and acts as your ID card. However, in case your key card for some reason is not working when you arrive to take an electronic exam, you should have with you your ID card so that you can ask the building house manager to open the door for you.

For more information on UTA's electronic exam procedures, please check the info here <http://www.uta.fi/opiskelunopas/opiskelunopas/en/essential-information/electronic-services-and-web-tools-students/electronic-exams-tenttis>. Please note that you may not take anything with you into the examination room. Before entering the examination room, you must leave your outdoor clothing and bag on the pegs and in the lockers (1 euro deposit needed for lockers in Pinni B).

UTA teaching periods 2017-2018

Period I: 4 Sept - 22 Oct

Period II: 23 Oct - 15 Dec

Period III 8 Jan - 4 March

Period IV: 5 March – 27 May

The UTA teaching periods are also available at <http://www.uta.fi/opiskelunopas/en/essential-information/academic-calendar>

Teaching timetables

The Human-Technology Interaction teaching timetable 2017-18 is available at <https://www10.uta.fi/opas/teaching/teaching.htm?kieli=en&ots=192&lvv=2017&ops=164>.

You may take all course units listed under the Human-Technology Interaction programme, but please discuss your selected courses with your TUT teacher.

Teaching timetables are not repeated identically from year to year, so a course unit offered this year may not be available next year.

Course unit and exam enrolment

Please check the teaching timetable entry of each course unit to see how you should enroll for each course unit.

During the course unit, the teacher will give information on how you can take the exam.

Transferring course units to the home university

Normally students must take care of course transfers to the home university themselves. TUT HTI students do not have to transfer course units themselves. UTA and TUT exchange information on credits taken after the end of each teaching period, so the course unit you have taken at UTA will appear on your home university study register about seven weeks after the teaching period has ended.

Using UTA main library

All students are welcome to use the UTA main library in the Linna building.

If you need to borrow books, you must first get a library card. The application form is at <http://www.uta.fi/kirjasto/en/index.html>. After having filled out and sent the application form, you may pick up your library card the next weekday during the opening hours. The library card is free of charge.

Problems?

At UTA, you can contact Ms. Anna Tuusa if you have problems in connection with your UTA studies (email anna.tuusa@uta.fi, room Pinni B 1062, tel. +358 40 190 1242).