

**Dear students from the University of Tampere majoring in Human-Technology Interaction,**

The University of Tampere (UTA) has provided Tampere University of Technology (TUT) with a list of students majoring in HTI who have enrolled as attending for the academic year 2017-2018. The students included in this list will be granted a specific right to pursue studies at TUT under the title "Collaboration with UTA". This means that the students are no longer required to separately enrol for the academic year at TUT.

Please note that students need separate user accounts to access the information systems used at the University of Tampere and Tampere University of Technology. Students can obtain a username and password to TUT's information systems either through the website [www.tut.fi/tupas](http://www.tut.fi/tupas) (requires user authentication through an online banking service) or by visiting TUT's IT Helpdesk (Kampusareena, 2nd Floor, room A258, [IT-helpdesk@tut.fi](mailto:IT-helpdesk@tut.fi)).

TUT's user account provides access to the student portal POP ([www.tut.fi/pop](http://www.tut.fi/pop)) where students can sign up for courses and exams. Remember to always sign up for courses within the deadline! The sign-up deadlines are found attached to this message.

If you've already signed up for courses that take place during the first period, you're good to go. If you did not have time to register for the courses that you wanted to attend, please contact the teacher.

Best regards,

Anna-Mari Viitala,  
Academic Officer  
[anna-mari.viitala@tut.fi](mailto:anna-mari.viitala@tut.fi)

## TUT: Academic Calendar

Pop > Study info > Academic calendar

### Academic calendar 2017-2018

TUT's President has confirmed the following schedule for the academic year 2017-2018:

#### Autumn 2017

|                                   |             |                         |
|-----------------------------------|-------------|-------------------------|
| Orientation week/<br>exam re-sits | week 34     | 21.08.2017 - 25.08.2017 |
| 1 <sup>st</sup> period            | weeks 35-41 | 28.08.2017 - 13.10.2017 |
| Exams                             | week 42     | 16.10.2017 - 20.10.2017 |
| 2 <sup>nd</sup> period            | weeks 43-49 | 23.10.2017 - 08.12.2017 |
| Exams                             | weeks 50-51 | 11.12.2017 - 21.12.2017 |
| <i>Christmas break</i>            |             | 22.12.2017 - 05.01.2018 |

#### Spring 2018

|                        |             |                         |
|------------------------|-------------|-------------------------|
| 3 <sup>rd</sup> period | weeks 2-8   | 08.01.2018 - 23.02.2018 |
| Exams                  | week 9      | 26.02.2018 - 02.03.2018 |
| 4 <sup>th</sup> period | weeks 10-17 | 05.03.2018 - 27.04.2018 |
| Exams                  | weeks 18-19 | 02.05.2018 - 11.05.2018 |
| Summer courses         | weeks 20-33 | 14.05.2018 - 17.08.2018 |

According to the schedule, classes are given from 21 August 2017 until 11 May 2018.

No classes or exams will be arranged on the following days: Independence Day on 6 December, Christmas break on 22 December 2017; 7 January 2018, Easter break on 28 March to 3 April 2018, Monday before May Day and May Day on 30 April - 1 May 2018, Ascension Day on 10 May 2018.

## Registration for courses at TUT

[POP](#) > [Study info](#) > [Enrolment and sign-ups](#) > Sign up for courses and exercises

**Students are required to register for all their courses** via the POP portal ([Studies](#) tab). Students must sign up for courses that take place during the 1<sup>st</sup> period of the academic year 2017-2018 **by Thursday, 24 August 2017**.

**The sign-up deadline for courses held in the other periods of the academic year is two weeks before the period begins.**

The course sign-up deadlines (**academic year 2017-2018**) are as follows (sign-up ends at 23:59):

- Courses starting in the **1st period**: Thu 24 August 2017
- Courses starting in the **2nd period**: Sun 08 October 2017
- Courses starting in the **3rd period**: Sun 24 December 2017
- Courses starting in the **4th period**: Sun 18 February 2018

Students must sign up for all their courses. Signing up is very important, because it is the only way to ensure that you receive all the required information concerning the course. Multiple implementation rounds of the same course may be going on at the same time and each one may, for example, be intended for students in a specific degree programme. This is why students must select the implementation round when they sign up for courses.

Students complete courses to earn credits that are counted towards a degree. The duration of courses varies from one to several teaching periods. Courses comprise different learning events, such as lectures, assignments, laboratory work and an examination.

Students sign up for courses in POP > [Studies](#) > [Study guide & Sign-up](#). The courses that you are currently attending and the courses that you have signed up for are listed in POP > Studies > Studies.

Students can cancel their registration for courses and learning events via the POP portal.

Please note that only students enrolled as attending are entitled to complete courses. Before signing up for courses, non-degree students (such as Open University students and students pursuing JOO studies) must apply for the right to take part in the courses and enrol as attending.

### Registration for learning events

Courses consist of learning events, such as lectures, weekly assignments, group work, visiting lectures, laboratory work and exams.

With the exception of lectures, students are usually required to register for the course itself and then for the different learning events included in the course. As a rule, students do not have to sign up for lectures after they have signed up for the course implementation round. If students are expected to sign up for learning events separately, the 'Sign up' link will be displayed on the implementation round page after they have signed up for the course. When you sign up for a learning event, you can import the information directly to your POP Calendar.

Students can sign up for learning events and cancel their sign-ups via POP > [Studies](#).

## Registration for exams and TUT's exam regulations

Students are required to register for exams. The registration is completed through the [Studies](#) tab in the POP portal. The answer sheets of students who fail to sign up for an exam will not be marked. Students are entitled to three attempts at each examination, regardless of whether earlier attempts at the same exam were passes or fails. It is very important that students cancel their sign-up through POP, if they find out that they cannot attend the exam. Failing to cancel your registration is counted towards the maximum number of attempts at the exam.

Students must sign up for examinations at least one week (7 days) before the exam. Students who cannot sit the exam as scheduled must cancel their registration through POP at least one day before the exam by 07:59. **It is not possible to sign up for examinations after the deadline.**

For more information on examinations, please see POP > [Study info](#) > [Planning your studies](#) > [Examinations](#).