Dear Doctoral Candidate,

A new study register system *Peppi* is now in use at the University of Turku. Peppi is to replace such old systems as *Nettiopsu*, *Opsu*, and the *e-Hops* system meaning that, from now on, information about completed courses, the personal study plan (hops), and also course registrations can be found on Peppi. The UGIS portal is still used as part of doctoral training as before.

It is highly recommended that you read all emails sent by the Peppi support team and view any relevant instructional videos. Doctoral programmes arrange doctoral training-themed Peppi workshops over the course of autumn, but note that assistance can be received in open-for-all Peppi workshops arranged by Peppi tutors. In addition, we the Coordinators, Chief Academic Officers, and Education Secretaries are here for you. Should you have questions about Peppi, we encourage you to always first see if written instructions and instructional videos contain the answer that you seek, and then turn to the people mentioned above.

The underlying philosophy behind the Peppi system is that studies are inspected and organised based on a specific study right and the personal study plan of that study right. A personal study plan for doctoral studies has been prepared for you. In the study plan view, you can see studies that you have already completed as well as all studies in the current curriculum that are available for you. **Unfortunately, a personal study plan cannot be transferred from the old e-Hops system into Peppi, which means that all doctoral candidates need to update their plan in the Peppi system.** If you have created a personal study plan during your studies, you can copy the information into Peppi. The easiest way to do this is by opening your study plan either on UGIS or in the e-Hops system of Nettiopsu and make the necessary changes to the study plan on Peppi using the old plan as an aid. You have viewing rights to Nettiopsu until 31 May 2022.

**Updating personal study plan**

Log in at [**https://student.peppi.utu.fi**](https://student.peppi.utu.fi/)

In the Peppi system, you have a separate study right for every degree. If you have multiple study rights, you can access the study right containing the doctoral training study plan by moving the cursor to where your name is and selecting it under *Entitlements*.

* **Click on *PSP* and you can view the ready-made personal study plan template**
	+ Check that the plan contains all studies you have completed for your doctoral degree (you can use the transcript view on Nettiopsu as an aid if necessary). If you cannot find certain completed studies, it may be because the credits in question have been moved to the wrong study right. Conversely, there may be studies under your doctoral study right that do not belong there. If this is the case, contact your coordinator and ask them to move the credits. Please, be specific about which completed studies need to be moved from which study right and where to.
* **On the *Arrangement* tab,** you can move studies if they are under the wrong category. For instance, if you have completed studies listed under *External studies*, you can drag them into the right category.
* **On the *Selecting studies* tab**, you can either add studies to your study plan or remove optional studies that you are not planning to complete.
	+ On the right side of every study module of the study plan, there is a magnifying glass icon with a + symbol (add studies button). You can add studies to that module by clicking on it. This way, you can access the selection of the Study Guide and easily search for and import studies to your plan. When you have located the study unit that you want, click on *Add to basket*. You can search for multiple study units at once and then click on *Add selected to PSP*. Edit the template that has been pre-made for you to match your own personal study plan.
	+ By clicking on the trash can icon on the right, you can delete studies that you are not going to complete from your study plan.
	+ NB! You are not able to remove studies that have been marked as *compulsory* (as indicated by a red box before the name of the study unit). If you need to have a compulsory study unit removed (e.g. you have already completed a corresponding study unit that replaces it), contact the doctoral programme coordinator.
* **In the *Overview***, you can see the study plan as you have edited it on the other tabs.
* **On the *Scheduling* tab**, you can plan when you are going to complete specific studies.

More detailed instructions can be found here:
<https://intranet.utu.fi/index/peppi_students/Pages/Instructions-for-Students-Desktop.aspx>

NB! Study modules that have been compiled and graded on Nettiopsu do not show as modules in a Peppi study plan. The information about said modules has, however, been transferred over to Peppi. This is due to a few fundamental differences in the logic behind the core functionalities between Nettiopsu and Peppi, and a study module as a concept has not existed on Peppi in the same way it did on Nettiopsu. Therefore, students who have not yet graduated can see their study modules that were graded on Nettiopsu both as a module and a study unit in the Peppi system. This has been acknowledged and a patch is in the works.

**Accepting personal study plans (in use in September 2021)**

* If your existing personal study plan made in the e-Hops system has been accepted by your supervisor (in the UGIS portal) and you do not intend to make changes to it, your personal study plan need not be re-accepted in the Peppi system.
* If you are making your first personal study plan or changing your current one, send your study plan to the coordinator, who will check it. Near the top-right corner on your Peppi study plan, you can see a *Send for comments* button. Click on it, and you will open a message form with which you can request a coordinator’s check. Remember to enter your coordinator’s name in the text field at the top so that the form finds its way to the correct person.
* When the coordinator has checked that your personal study plan meets the requirements of your doctoral programme’s curriculum, the coordinator sends your study plan to your supervisor in the UGIS portal to have it accepted by them, as well.
* On UGIS, you can see when your supervisor has accepted your personal study plan. The accepted study plan is saved on UGIS.
* There is no need to have the personal study plan re-accepted in the Peppi system.

**Enrolments**

* On the *Enrollments* tab, you can see your course enrolments and those courses that have an enrolment period currently taking place. Simply click on the *Enroll* button to sign up for the course. If you wish to enrol on a course that is not included in your personal study plan, use the *Search for courses* function. If you sign up for a course this way, it will now be visible at the end of your study plan from where you can drag it into the correct category.

**Registering completed studies**

* Have you completed studies that are typical of doctoral training (e.g. conference presentations)? To have the grades registered, use the electronic form just like before: <https://forms.utu.fi/private/opintosuorituksenhyvaksynta_v2?lang=en>

**Instructions**

* A recording of an introductory video about student’s desktop on Peppi: <https://intranet.utu.fi/index/peppi_students/Pages/Introduction-videos.aspx>
* A news article on the implementation of the Peppi system: <https://intranet.utu.fi/en/news/news/Pages/Peppi-system-in-use-at-the-university---stabilization-of-use-begins-.aspx>

If you have questions, we are happy to help!