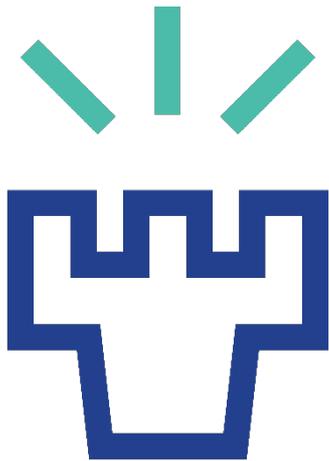


OSAT

Student's e-Services



**UNIVERSITY
OF OULU**

CONTENTS

1 STUDENT LOGIN	3
2 STUDENT ROLE IN OSAT ONLINE SYSTEM	3
3 APPLICATION PROCESS	3
4 NAVIGATION IN THE SYSTEM	4
5 STUDENT'S VIEWS	4
5.1 FRONT PAGE	4
5.2 PERSONAL DATA	5
5.3 APPLICATIONS IN OSAT SYSTEM	6
5.3.1 RPL APPLICATION	6
5.3.1.1 Recognition of studies acquired in formal education	7
5.3.1.2 Recognition of competence acquired in other ways	10
5.3.2 APPLICATION FOR EXTENDED STUDY PERIOD	13
5.3.3 REACTIVATION OF STUDY RIGHT	15
5.3.4 APPLICATION FOR DEGREE CERTIFICATE	16
5.3.5 CERTIFICATE OF STUDENT STATUS	18
5.3.6 RESIGNATION FORM	18
5.4 ADDING ATTACHMENTS	19
5.5 SENDING APPLICATION	21
5.6 ADDITIONAL INFORMATION	21
5.7 HANDLING HISTORY	22
5.8 REQUESTS FOR ADDITIONAL INFORMATION	23
5.9 MY APPLICATIONS	24
6 STATUSES OF THE APPLICATIONS	25
7 APPLICATION SUMMARY	25

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 OSAT system some of the applications are available only if a student has a valid university account and the student status is 'Present' in Oodi.

Some applications are accessible also with Citizen's account registration (suomi.fi: requires a Finnish bank account and Finnish citizenship). In this case, not all of the applications are available. If a student does not have a valid university student account nor cannot login with Citizen's account registration, then please contact [Faculty Study Affairs](#) (student's own faculty).

- RPL application (requires a valid student account)
- Application for extended study period (student account, Citizen's account registration)
- Reactivation of study right (student account, Citizen's account registration)
- Application for degree studies (requires a valid student account)
- Certificate of student status (requires a valid student account)
- Resignation form (student account, Citizen's account registration)

In technical login problems, please contact OSAT helpdesk (osat@oulu.fi).

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 from student in the system, 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

Student's 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

User logged in:
Opiskelija 3 TTK
Student
Pohjoismaisen filologian tutkinto-
ohjelma
Pohjoismainen filologia

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.

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 (incomplete, new, handled, registered etc.) 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 personal information. Name and email are transferred to OSAT from Oodi and they cannot be edited in OSAT. A student can choose whether the system can send email to them. It is strongly advised that the tick 'Yes' is kept on, so that a student receives requests for additional information on applications or decisions. A student can update their information in WebOodi if they wish to edit e.g. their contact information in OSAT.

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. The personal data comes automatically from Oodi, a student cannot update it in OSAT (picture below). A student must update their personal data to WebOodi if they want to edit their contact information.

1. Personal data		2. Application	3. Attachments	4. Sending
Student number				
Surname	TTK			
First name	Opiskelija 3			
Personal ID				
Email	firstname.lastname@student oulu.fi			
Faculty	Faculty of Humanities			
Study right				
Level	Higher degree			
Major subject	Swedish Language			
Specialisation				
Status of presence	Present			

5.3 Applications in OSAT system

Application students can fill in OSAT-system are: RPL-application (formal education or other ways acquired competence), 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.

After the student has selected RPL application from the main menu, the student has to choose whether the competence has been acquired in formal higher education (studies) or in other ways (e.g. work experience, association experience, confidential post) (picture below). A student has received a certificate of a competence of studies that has been acquired in formal higher education. Recognition can not be acquired for a course that has already been passed.

Competence has been acquired
In formal education
In other ways (e.g. working life, hobby, association, confidential post)

Recognition of prior learning requires a correlation between the prior studies or competence and the learning outcomes of the curriculum or the course. A competence that a student has acquired will be compared to the learning outcomes of the courses or study modules for which recognition is proposed. If the competence and the learning outcomes correlate to each other well, substitution can be granted either fully or partially. Based on the documents and verification that the student has provided, the decision maker can grant the recognition, can require further demonstration or can reject the application.

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
Study right has begun	<input type="button" value="Select previous application"/> ⓘ
	01.08.2015

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 two different types in OSAT-system, as stated above: 1) application for competence that has been acquired in higher education (formal), and 2) application for competence that has been acquired in other ways (informal, e.g. work experience, traineeship, positions of trusts). These two separate applications are introduced below.

5.3.1.1 Recognition of studies acquired in formal education

Application for recognition of studies acquired in formal education is divided into three parts: 1) prior higher education institution information, 2) information on previously acquired learning, and 3) course / module to be credited. Special attention should be paid that the information is provided also in English as required (e.g. name of the higher education institution, title of degree, titles of programmes/courses), and that those translations are official, provided by the higher education institution in question.

Prior higher education institution information

The student writes down information on prior higher education institution, where he/she has previously acquired studies (picture below).

Prior higher education institution information	
Name of the institution in original language and in English*	<input type="text"/>
Country of the institution*	<input type="text"/>
Accomplishment language*	<input type="text"/>
Address of the institution*	<input type="text"/>
Start date*	<input type="text"/>
End date*	<input type="text"/>
Level of degree / studies	<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"/>

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)*

Information on previously acquired learning

The student writes down information on previously acquired studies (picture below).

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 <input type="text"/>
End date of the acquired learning*	<input type="text"/>
Grade	<input type="text"/>
Accomplishment language	<input type="text"/>
Additional information	<input type="text"/>

Instructions:

- 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)*

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 name, code and extent to be substituted'.

Course / module to be credited	
Course to be substituted	Select course from PSP OR
Course / module name, code and extent to be substituted	
Grounds for substitution	

Save application 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.

Select course from PSP

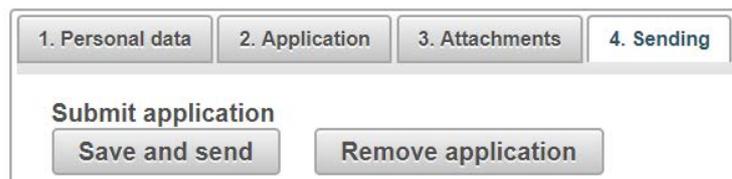
- 721338S Mathematical Economics 6.0 op 1 Course
- 721958S Empirical Research in Finance I 6.0 op 5 Course
- 721070S Globally Responsible Business 6.0 op 5 Course
- 721383S Asset Pricing 6.0 op Course
- 721962S International Finance 6.0 op Course
- 721137S International Financial Reporting 6.0 op Course
- 721959S Empirical Research in Finance II 6.0 op Course
- 721960S Financial Risk Management 6.0 op Course
- 721128S Corporate Governance 6.0 op 3 Course
- 721961S Entrepreneurial Finance 6.0 op Course
- 721962S Empirical Research in Finance I 6.0 op 5 Course

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 formal 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 (official translations from the higher education institution in question).
- 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.
- Certificate of a module, if proposing a module to be credited (e.g. basic business studies, 25 ECTS)
- Other relevant documentation to establish equivalent learning (e.g. clarification of the course extent in ETCS or workload and the grading scale used in the higher education).

Student must click on `Save and send` on `Sending` tab in order to send the application (picture below). Before this has been done the application is incomplete and has not yet been sent.



A student cannot 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.

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

5.3.1.2 Recognition of competence acquired in other ways

Application for recognition of competence acquired in other ways is divided into three parts: 1) prior learning institution / organization information, 2) description of the acquired study, knowledge or experience, and 3) course / module to be credited.

Prior learning institution / organization information should be filled in only when applicable (picture below). If something does not apply to student's case, it can be skipped with comment: not applicable.

Prior learning institution / organization information (this section should be filled only when applicable)	
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 studies / acquired learning	<input type="text"/>
Extent of study (for example, ECTS credits / weeks) 	<input type="text"/>
Additional information	<input type="text"/>

Description of the acquired study, knowledge or experience should be filled in carefully with the description of the knowledge or competence that has been acquired in relation to the learning outcomes of the proposed courses or modules to be credited. Furthermore the relation of the learning competences and course objectives (picture below) should be explained carefully. If these sections are not filled in, the application will be sent back to student as an incomplete.

Description of the acquired study, knowledge or experience	
Explain the experience on the basis of which you apply for credit transfer e.g., jobs, courses, confidential posts, language skills	<input type="text"/>
What have you learned from your experiences? Give an accurate and concise description of the skills you have acquired.	<input type="text"/>
Analyse and give reasons for, how the competence you have acquired relates to the objectives of the course in question	<input type="text"/>
Additional information	<input type="text"/>

Recognition of prior learning requires a correlation between the previously acquired learning and the learning outcomes of the module or course. A student must be able to explain and verify the acquired competence in relation to the learning outcomes of the courses or study modules for which recognition is proposed. If the

competence and the learning outcomes correlate to each other well, substitution can be granted either fully or partially. Based on the documents and verification that the student has provided, the decision maker can grant the recognition, can require further demonstration or can reject the application.

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 name, code and extent to be substituted`.

Course / module to be credited	
Course to be substituted	<input type="button" value="Select course from PSP"/> OR
Course / module name, code and extent to be substituted	<input type="text"/>
Grounds for substitution	<input type="text"/>

`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.

Select course from PSP ✕

- 721338S Mathematical Economics 6.0 op 1 Course
- 721958S Empirical Research in Finance I 6.0 op 5 Course
- 721070S Globally Responsible Business 6.0 op 5 Course
- 721383S Asset Pricing 6.0 op Course
- 721962S International Finance 6.0 op Course
- 721137S International Financial Reporting 6.0 op Course
- 721959S Empirical Research in Finance II 6.0 op Course
- 721960S Financial Risk Management 6.0 op Course
- 721128S Corporate Governance 6.0 op 3 Course
- 721961S Entrepreneurial Finance 6.0 op Course
- 721963S Corporate Finance 6.0 op 4 Course

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

- Approved PSP (if you could not choose the substituted course directly from the electronic PSP).
- Any other relevant documentation to prove equivalent learning (e.g. employment certificate, course certificate, publication, learning diary, confidential post certificate etc.).

Student must click on 'Save and send' on 'Sending' tab in order to send the application (picture below). Before this has been done, the application is incomplete and has not yet been sent.



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.

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).

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 of the student's faculty. 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.

Graduation plans		
From	To	Date of approval
Contact information that can be used to request additional information		
Email address*		
Telephone number*		
OSAT system sends messages primarily to student's official @student oulu.fi email address.		
Degree program / major subject*		
Degree for which extended study period is applied*	▼	
Amount of degree studies completed*	Credit	
Applied extended study period*	▼ semesters	
Current study right end date	31.07.2023	
Reason for application for extended study period*	<ul style="list-style-type: none"> Courses in my PSP have been overlapping too much I don't know what courses I should take I am unable to get a passing grade of the compulsory course despite the retakes Participating in international student exchange Delay in writing the thesis Lack of counselling in thesis work The subject of my thesis is too difficult I don't know who to contact Family reasons Own or family illness Other difficult life situation Lack of motivation Living in other place than in Oulu Activity in society or in the university community Systematic competitive sports Working in addition to studying I am studying in another degree programme at the same time Other reason, please clarify below 	
Description of reasons for delay*		

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).

Student must click on 'Save and send' on 'Sending' tab in order to send the application (picture below). Before this has been done the application is incomplete and has not yet been sent.

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

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.

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	01.08.2015

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 a PSP and a research plan that are both approved by the chair of the Doctoral Training Committee or by the Programme Director of the Doctoral Training.

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.

Student must click on 'Save and send' on 'Sending' tab in order to send the application (picture below). Before this has been done the application is incomplete and has not yet been sent.

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

Submit application

Save and send Remove application

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.

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 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 Yes No

If yes, taught subjects

Language and communication studies and number of credits

Optional studies (names of the courses, codes and extents)

Other studies (names of the courses, codes and extents) ⓘ

Does your degree include studying abroad. If yes

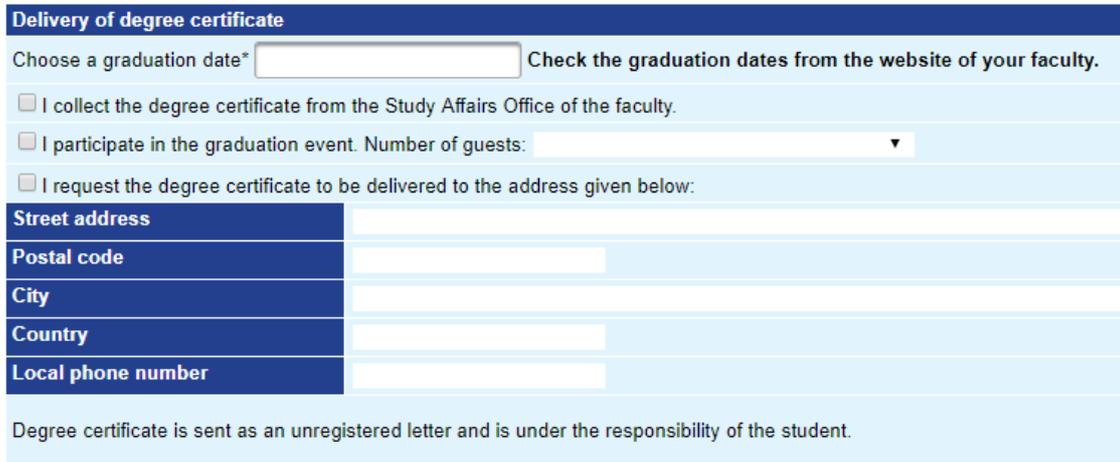
Higher education institution

Number of terms

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 [Study Affairs Office of the faculty](#), 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).



Those students who are submitting a Bachelor's degree certificate must answer national Finnish Bachelor's Graduate Survey. Students sign in to survey by using their university student account. A student must have more than 160 ECTS in order to fill in survey.

Student must click on 'Save and send' on 'Sending' tab in order to send the application (picture below). Before this has been done the application is incomplete and has not yet been sent.



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

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.

The screenshot shows a web form with four tabs: '1. Personal data', '2. Application', '3. Attachments', and '4. Sending'. The '2. Application' tab is active. The form contains the following fields:

- Type of certificate***: A dropdown menu with the text 'Select' and a downward arrow.
- Purpose of use**: A text input field.
- I want the certificate language to be***: Two radio buttons, one labeled 'in Finnish' and one labeled 'in English'.
- Certificate is delivered***: Two radio buttons, one labeled 'by email to student's official email username@student oulu.fi' and one labeled 'in paper to below-mentioned address'.

Below the form, there is a note: 'OSAT system sends messages primarily to student's official email address username@student oulu.fi.'

Student must click on 'Save and send' on 'Sending' tab in order to send the application (picture below). Before this has been done the application is incomplete and has not yet been sent.

The screenshot shows the '4. Sending' tab selected. Below the tabs, there is a section titled 'Submit application' containing two buttons: 'Save and send' and 'Remove application'.

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. At that point a student can add more attachments or even delete the application if necessary.

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. 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 * Select

Optional explanation

Date of resignation* The date of resignation will be the date when the student sent the application.
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. A study right can only be regained according to normal student admission procedures.

I have read these terms and accept them* Yes

Student must click on 'Save and send' on 'Sending' tab in order to send the application (picture below). Before this has been done the application is incomplete and has not yet been sent.

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

Submit application

Save and send Remove application

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. At that point a student can add more attachments or even delete the application if necessary.

No attachments are needed for withdrawing the study right.

5.4 Adding attachments

- By clicking '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	Description	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

Return **Add a new attachment**

File* Attachments must be PDF files.
Choose File No file chosen

Attachment type* Accepted personal study plan ▼

Description ⓘ

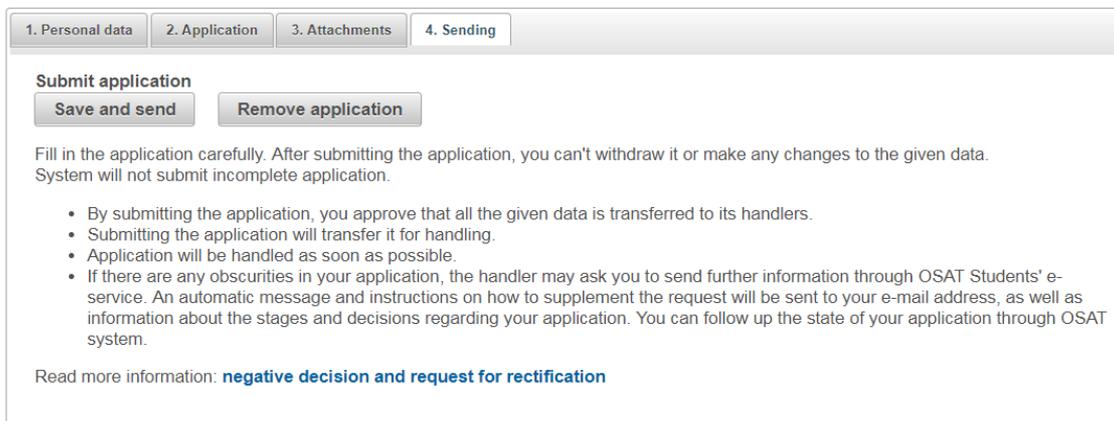
Save new attachment

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).

 Attachment added. Number of attachments to the application: 1

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. `Sending` tab is no longer active, when a student has submitted the application.



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

Submit application

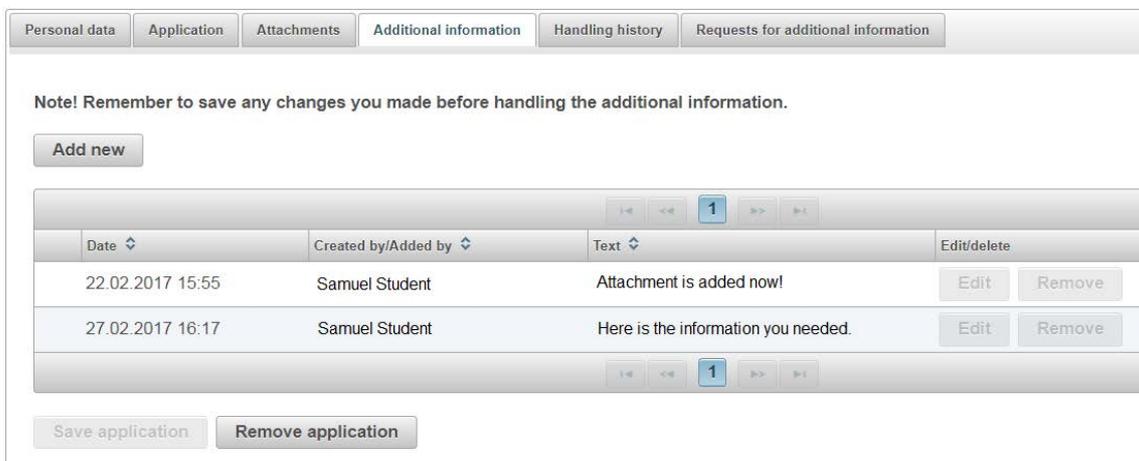
Fill in the application carefully. After submitting the application, you can't withdraw it or make any changes to the given data. System will not submit incomplete application.

- By submitting the application, you approve that all the given data is transferred to its handlers.
- Submitting the application will transfer it for handling.
- Application will be handled as soon as possible.
- If there are any obscurities in your application, the handler may ask you to send further information through OSAT Students' e-service. An automatic message and instructions on how to supplement the request will be sent to your e-mail address, as well as information about the stages and decisions regarding your application. You can follow up the state of your application through OSAT system.

Read more information: [negative decision and request for rectification](#)

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.



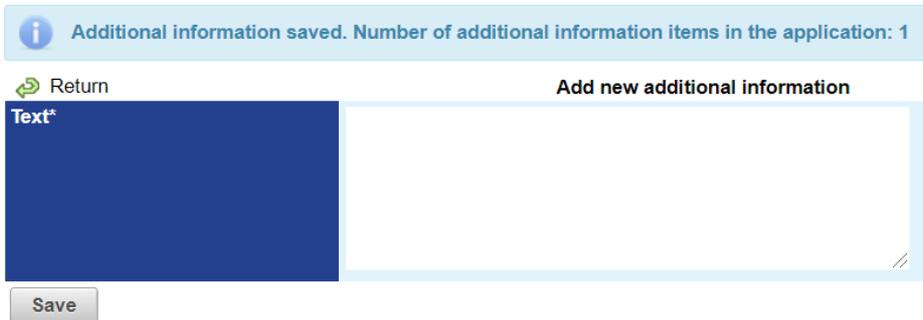
Personal data Application Attachments **Additional information** Handling history Requests for additional information

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

Date	Created by/Added by	Text	Edit/delete
22.02.2017 15:55	Samuel Student	Attachment is added now!	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
27.02.2017 16:17	Samuel Student	Here is the information you needed.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

- 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).



The screenshot shows a user interface with a light blue header bar containing an information icon and the text: "Additional information saved. Number of additional information items in the application: 1". Below the header, there are two buttons: "Return" with a green arrow icon and "Add new additional information". The "Add new additional information" button is active and highlighted. Below the buttons, there is a form with a blue background on the left and a white text input field on the right. The text input field is labeled "Text*" and has a small icon in the bottom right corner. Below the form, there is a "Save" button.

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?

Note that if you need e.g. to add attachments, please add the attachment first and after that click `Reply to additional information request`. 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).

Message type	Request for supplementary information
Message content*	Can you please still add the requested attachment that was missing?
Sender	Study Secretary
Recipient*	TTK Opiskelija 3
Sending date	14.08.2018 14:05
Response	

Reply to additional information request

Save application Remove application

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. If the application has several open requests, replying to the last one locks these actions from the student.

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 (incomplete application or active requests for additional information, picture below). The system sends a reminder email of your own applications.

My applications

Id	Sent to be handled	Type	Last change	Status
10921		RPL application	14.06.2018 09:44	Incomplete
10761	21.11.2017 13:51	RPL application	23.11.2017 15:12	Currently being handled
10861	27.04.2018 13:23	Nonformal RPL	27.04.2018 13:24	Handled / Approved
10841	21.12.2017 08:35	Certificate of student status	21.12.2017 08:39	Registered application
10843	21.12.2017 08:36	Resignation form	02.05.2018 12:27	Waiting for further information
10821		Degree certificate	11.12.2017 09:05	Incomplete
10844	21.12.2017 08:37	Application for extended study period	02.08.2018 13:14	Waiting for further information
10883	02.05.2018 10:44	Application for extended study period	02.05.2018 10:45	Registered application / Study right continu
10941	02.08.2018 13:21	Reactivation of study right	02.08.2018 13:21	New, waiting for decision
10842	21.12.2017 08:36	Reactivation of study right	02.08.2018 13:19	Waiting for further information

6 Statuses of the applications

- Incomplete
 - 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 to Oodi.
- Waiting for further information
 - 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.

☰ [Log out](#)

**Student's
e-Services**

[Return](#) [Application summary](#)

Certificate of student status