

August 2016

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 in August-September.

The UTA study right is valid for 4 years from the start of the studies at the home university.

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. Contact information is at http://www.uta.fi/studies/contact_information/registrars_office.html.

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 NettiOpsu

Please note that many UTA electronic services for students will be changing in autumn 2016. The information below is valid in early August 2016 but may change soon.

With the UTA basic user account students have access to UTA's NettiOpsu system (<https://www10.uta.fi/nettiopsu/login.htm?uiLang=en>) where students can e.g.

- update their contact information

- view their academic transcript
- send their academic transcript via e-mail to any e-mail address
- enrol on examinations and courses
- view their examination results

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 Customer service desk 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.

Customer service desk: open Mon - Fri 1 pm - 3 pm, TietoPinni floor 3

Email: [customerservice.cc \(at\) uta.fi](mailto:customerservice.cc@uta.fi)

Contact form: <http://tietokonekeskus.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/studies/webtools/electronic_exam/index.html. 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

Period I: 29 Aug - 23 Oct

Period II: 24 Oct - 16 Dec

Period III 9 Jan - 5 March

Period IV: 6 March – 28 May

The UTA teaching periods are also available at <http://www.uta.fi/studies/academiccalendar.html>.

Teaching timetables

The Human-Technology Interaction teaching timetable 2016-17 is available at <https://www10.uta.fi/opas/teaching/teaching.htm?kieli=en&ots=260&lvv=2016&ops=142>.

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.

Problems?

At UTA, you can contact Ms. Kirsi Tuominen if you have problems in connection with your UTA studies (email kirsi-marja.tuominen@uta.fi, room Pinni B 1057, other contact info at <http://www.uta.fi/sis/yhteystiedot/henkilokunta/kirsimarjatuominen.html>).