

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 2018-2019. 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 (requires user authentication through an online banking service) or by visiting TUT's IT Helpdesk (Kampusareena, 2nd Floor, room A258, IT-helpdesk@tut.fi).

TUT's user account provides access to the student portal POP (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

TUT: Academic Calendar

Pop > Study info > Academic calendar

Academic calendar 2018-2019

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

Autumn 2018

Orientation week/ exam re-sits	week 34	20.08.2018 - 24.08.2018
1 st period	weeks 35-41	27.08.2018 - 12.10.2018
Exams	week 42	15.10.2018 - 19.10.2018
2 nd period	weeks 43-49	22.10.2018 - 07.12.2018
Exams	weeks 50-51	10.12.2018 - 20.12.2018
<i>Christmas break</i>		21.12.2018 - 06.01.2019

Spring 2019

3rd period	weeks 2-8	07.01.2019 - 22.02.2019
Exams	week 9	25.02.2019 - 01.03.2019
4th period	weeks 10-17	04.03.2019 - 26.04.2019
Exams	weeks 18-19	02.05.2019 - 10.05.2019
Summer courses	weeks 20-33	13.05.2019 - 16.08.2019

According to the schedule, classes and exams are given from 20 August 2018 until 10 May 2019.

No classes or exams will be arranged on the following days: Independence Day on 6 December, Christmas break on 21 December 2018 - 6 January 2019, Easter break on 17-23 April 2019, Monday and Tuesday before May Day and May Day on 29 April to 1 May 2019, Ascension Day on 30 May 2019.

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 1st period of the academic year 2018-2019 **by Thursday, 23 August 2018**.

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 2018-2019**) are as follows:

- Courses starting in the 1st study period: Thu 23 August 2018
- Courses starting in the 2nd study period: Sun 7 October 2018
- Courses starting in the 3rd study period: Sun 23 December 2018
- Courses starting in the 4th study period: Sun 17 February 2019
- Sign-up for courses organised during the summer 2019 is open from 1 April to 5 May 2019.

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.**

Exam	Sign-up by 23:59	Cancelling day before the exam by 07:59
on Monday	on Monday of the previous week	on Sunday
on Tuesday	on Tuesday of the previous week	on Monday
on Wednesday	on Wednesday of the previous week	on Tuesday
on Thursday	on Thursday of the previous week	on Wednesday
on Friday	on Friday of the previous week	on Thursday

You cannot sign up for exams and the Sign up link is not visible, if:

- You have already used up all the three attempts allowed for exams.
- You have already signed up for an exam that will take place at the same time
- The exam sign-up is not available yet
- You don't have study right to take the course
- You aren't attending for the semester.

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