WELCOME TO JOO-STUDIES! 2017-2018

You have been accepted to attend the courses listed in the decision found in Joopas (www.joopas.fi).

TUT user account and contact information

As a JOO student you will get personal user account and email. Same username allows access to all the University’s electronic resources.

To activate the user account, use your online bank identification at Tupas service or visit IT-Helpdesk on campus, room A258 (Kampusareena, 2nd floor, Korkeakoulunkatu 7, 33720 Tampere). By taking TUT’s intranet account into use, you undertake to follow the rules and instructions of TUT’s information systems and other TUT rules.

Please remember to read your TUT email, because through email you will get important information regarding your studies. You can re-direct your TUT emails to your home university’s email.

If your JOO study right endures more than one academic year, please enrol as attending JOO student to the following academic years during your study right. You can enrol to second academic year via phone or email (joo-opiskelu@tut.fi).

TUT Student Affairs Office

- is located in the Kampusareena 2nd floor, room A215
- tel. 040 198 1445, email: opinto@tut.fi (JOO matters joo-opiskelu@tut.fi)
- opening hours during the semesters: Mon 10.00–16.00, Tue-Thu 10.00–15.00 and Fri 9.00–12.00
- opening hours during summertime 12th June 2017 – 6th August 2017: Mon-Thu 12.00-15.00 and Fri 9.00-12.00

IT Helpdesk

- is located in the Kampusareena 2nd floor, room A258
- opening hours during semesters Mon - Fri 8.00–17.00 and during holiday seasons: Mon – Fri 8.00–16.00.
- tel. +358 40 198 1100, email: it-helpdesk@tut.fi

POP - Intranet for TUT Students

POP is intranet for TUT students. You can use the intranet after having received your TUT user account. In POP you can find information about departments, courses, IT-services, e-library, links to other services and TUT event calendar.

You will sign-up for courses and exams by using the POP http://www.tut.fi/pop

Signing up for courses

Students need to sign up for courses via the POP portal (Study Guide and Sign-Up). The first teaching period of the academic year 2017-2018 begins 28 August 2017. Students need to sign up for courses, which take place during the 1st period of the academic year 2017-2018, on 24 August at the latest. The sign-up deadline for the courses held during other periods is two weeks before the period in question begins.
Deadlines for course sign-ups in academic year 2017-2018:

- Courses starting on 1st period: 24 August 2017
- Courses starting on 2nd period: 8 October 2017
- Courses starting on 3rd period: 24 December 2017
- Courses starting on 4th period: 18 February 2018

Students need to sign up for courses. It is very important as only by signing up will the student get all the relevant information regarding the course. Courses may have several implementations running at the same time. So the sign-up is always done for a specific course implementation.

**Signing up for exams**

Students also need to sign up for exams via the POP portal at least one week, i.e. seven (7) days beforehand. Cancelling the signing up for the exam should be done in POP at least one day before the exam. In problem situations students are advised to contact the exam services tenttipalvelut@tut.fi.

You will be asked to present proof of identity (student card or pictorial identity card), when handing in your answer papers.

The lecturer in charge of the course is required to forward the results to the study register within 30 days of the date of the exam.

**Kaiku feedback**

A student must fill out KAiku feedback form for each course taken. A student will see the actual grade in study record and in POP only after feedback through KAiku is received. Feedback is given via the POP portal.

**Credit transfer**

The student is responsible for providing the home university with information on completed flexible study right courses. An official transcript of records can be obtained from the TUT Student Affairs Office upon request.

**Access card**

In case you have to move at TUT in the evening after the doors have been closed you need a personal key card. You will receive the key card from the info desks in the campus area. Opening hours of the info desks at Konetalo and Sähkötalo are Mon-Fri 9.00-15.00 and at Tietotalo, Festia, Main Building and Kampusareena Mon-Fri 8.00-16.00.

**Welcome to study at Tampere University of Technology!**