

For Doctoral Researchers: Adding personal study unit in PSP

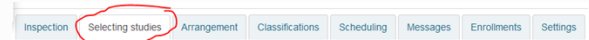
PSP- instructions on how to add personal study unit and get it approved

- Field -specific studies are planned in advance together with the principal supervisor as personal study units in the personal study plan (PSP) (instruction, please see below).
- Field specific course completed elsewhere, scientific meeting, research visit or teaching task are added to PSP as personal study units.

Instructions to add a personal study unit

- Move to the PSP and open tab **Selecting studies.** (Picture 1)
- To plan or add study attainment of course completed elsewhere, scientific meeting, research visit or teaching task, click the plus-sign in the blue bar of Optional field-specific studies.
- Window **Personal course** opens. Add name of the course in English and in Finnish. If you do not have Finnish translation available, add information in English in both language boxes. Please note, that the study unit's name that you have entered will be directly included in your official transcript of records. Do not use course codes.
 1. Add name of the course in English and in Finnish. If you do not have Finnish translation available, add information in English in both language boxes. Please note, that the study unit's name that you have entered will be directly included in your official transcript of records. Do not use course codes.
 - a. *Scientific meeting: XXX conference 2024, Stockholm, Sweden, 1-3.2.2024. Poster presentation.*
 - b. *Qualitative methods course, University of Turku, 1.-7.5.2023*
 - c. *Research visit: Lund University, Sweden, 1.9.-2.10.2023*
 - d. *Teaching task: supervision of master's thesis/ lecturing in the course XXX, 1.1.-31.3.2024*
 2. See [recommendations of credits for different activities](#).
 3. Add number of credits (for example 2 credits).
 4. Information written in the description box is not displayed in the transcript of records. If you wish, you can fill in the section to help you with your study planning.
 5. Click **Save**.
- Ask your principal supervisor to confirm the information and credits given to the Graduate School (uniogs(at)oulu.fi).
- The study unit will be registered after the principal supervisor's confirmation.

Picture 1: Selecting studies



Picture 2: Click the plus-mark on Optional field-specific studies



Picture 3: Personal course window

A screenshot of the 'Personal course' window. It has a title bar 'Personal course' with a close button. The window contains several input fields: 'Name (fi)', 'Name (en)', 'Name (sv)', 'Credits', 'Description (fi)', 'Description (en)', and 'Description (sv)'. Each field has a red asterisk indicating it is required. At the bottom right, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.