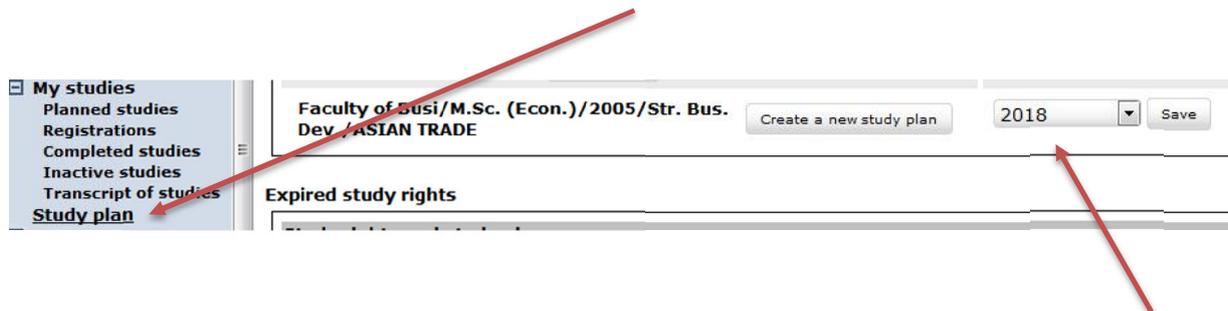


1. How to start using the eHops (personal study plan tool)

You can find the eHops tool by logging in to WebOodi at <https://weboodi.uwasa.fi>

eHops can be found under "My studies". Click "Study plan"-button.



In the opening window you can see your study right(s) that are valid at the moment. Here you can choose your graduation year and make your study plan for two years, until 2018. After choosing the year please remember to press "Save".

After this step, press "Create a new study plan"

In the following window you need to choose the study plan template indicated for your study right. Press "Choose".

[Study rights and study plans](#) > Default degree structures

Create a new study plan -> **Selecting the degree structure template** -> Entering the basic information -> Ready

Choose a degree structure template which entered into force the year that you started to study or after that year.

Default degree structures

[-] **Faculty of Business Studies**

Master of Science (econ.) - International Programmes (2016-2112)

Master of Science in Economics and Business Administration 2016-2017 (2016-2112)

Now you can start creating your study plan. You can name your study plan or keep the automatically generated name that is showing. The study plan automatically includes the study modules that all the students must take, for example obligatory studies, general and language studies as well as other studies. Select the modules and press Save.

Description / name (do not use special characters): HOPS - created 25.08.2016

Degree structure: Master of Science (econ.) - International Programmes (120 cr) (2016-2112)

Degree structure

Degree Programme (104-150 cr)

Select from below

Degree Programme, Strategic Business Development

General and Language Studies (12-20 cr)

Check the required studies [here](#)

Other Studies

Here you can choose other optional courses.

Save << Back

2. Moving between the different tabs

The most essential functions for creating your study plan can be found as shown in the following picture. Each of the different tabs are presented in the following sections.

Structure of the HOPS	Schedule	Substitution of courses	Other completed courses	Advisors' comments	
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2.1. Structure of the HOPS

On this tab you can find all the study modules and courses that are part of your study plan either as obligatory or optional studies.

Clicking the course code takes you to the course description.

The icon of the teacher shows that it is possible to register to the course. By clicking the icon, you can get to registration.

The icon of the blank paper opens to a box where you set goals for yourself and later on write a self-evaluation. If you choose the option "Visible to advisors", your study advisor can read your goals and self-evaluation.

The screenshot shows a hierarchical view of a degree programme. At the top is 'Degree Programme' with a folder icon. Below it is 'Degree Programme, Strategic Business Development' with a sub-link 'Check the required ECTS credits in the programme structure'. Underneath is 'MDP Major Studies in Strategic Business Development' with 'MDP SBD' links. The 'Compulsory Studies' section lists several courses:

- JOHT3060 Sustainability and Business Ethics (with a green checkmark icon)
- JOHT3049 Managing business Networks (with a teacher icon and '(multiple substitute courses)')
- JOHT3054 Research Update in Strategic Management (with a teacher icon and '(multiple substitute courses)')

Below the course list is a form for 'My objectives' and 'Self-assessment', both with 'Visible to advisors' checkboxes. There are 'Save' and 'Cancel' buttons. A table below the form shows course progress:

85/110-150	2		
2	2	3	01.08.2016
7			Set up a schedule
7			Set up a schedule
4			Set up a schedule

In the right side of the window you can see the amount of ECTS credits of each course and the Set up a schedule button. By clicking the Set up a schedule button you can schedule the course to a certain semester. If the course does not have a certain amount of ECTS credits (instead it is scaled for example 5-10 ECTS) you can fill in the amount of ECTS yourself. After this total amount of ECTS is shown accordingly. Remember to save the changes in the end.

After completing the course, the Set up a schedule button is changed into the date of completion of the course. In addition, the row shows the amount of completed ECTS and the grade. In the beginning of the row there is also a green checkmark indicating that the course has been completed.

This close-up shows the bottom of the course list:

- JOHT3060 Sustainability and Business Ethics (with a green checkmark icon)
- JOHT3049 Managing Business Networks (with a teacher icon and '(multiple substitute courses)')

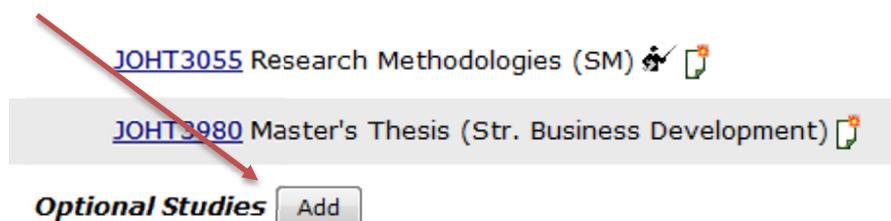
You can follow completed and planned studies during the study time. eHops tool shows also the minimum extent of each study module and the entire degree. Some courses can show as obligatory in two different modules so some modules can remain below the minimum requirement. You can send the study plan to acceptance even if some modules would not be full. However, the number of the total ECTS of the degree that is shown in the bottom line has to be full. A course can only appear in one place in your study plan.

90/120	2
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Example. The minimum extent of the degree is 120 ECTS of which at the moment 90 ECTS have been planned in the study plan. Already completed are 2 ECTS.

2.1. Adding courses

By clicking Add button you can add courses to your study plan. The button is shown only in such modules that can be completed by adding courses.



If you press Add button for Alternative courses or Optional courses, you come to a page where you can choose courses from a list. You can pick courses to your study plan by clicking Add. When you have chosen all the required courses you can return to the degree structure by clicking Back.

Add optional courses to the HOPS		Scope, cp
[-] Studies that you have completed		
No completed courses		
[-] Courses yet to be completed		
TUTA3230 Product and Service Design in Practice	[Add]	5
JOHT3002 Cross-Cultural Management	[Add]	5
MARK2013 International Business Operation Modes	[Add]	5
JOHT3004 Diversity Management	[Add]	5
TUTA3210 New Knowledge Creation and Organizational Learning in Product Development	[Add]	5
JOHT3057 Key and Emerging Themes in Management Studies	[Add]	5
LASK3058 Management Accounting in Practice	[Add]	8
MARK3051 Internship related to Master's studies in Strategic Business Development	[Add]	7
MARK3039 Strategic Marketing in Network Economy	[Add]	5
OPIS0051 Exchange Student Studies	[Add]	1-50

<< Back

Courses can be added also freely from all the available courses. This is done for example in module "Other Studies" or sometimes at "Optional Studies". Courses can be added by clicking Add courses to Other Studies. You can search courses by their name, code, organization or field of study. Choose from the list the desired courses by ticking the box before the course code. By clicking Add to study plan you can add the selected course(s) to your degree structure.

Notification through eHOPS

Name or code

Type

Organisation Search

Subject

Study units. Results of the search: 46 pieces.

<input type="checkbox"/> Code	Name	Type
<input checked="" type="checkbox"/> JOHT3022	Advances in Strategic Management	Cour
<input checked="" type="checkbox"/> JOHT3069	Business Development in Practice	Cour
<input type="checkbox"/> JOHT3042	Business Development in Practice	Cour
<input checked="" type="checkbox"/> JOHT3002	Cross-Cultural Management	Cour

2.2. Schedule

On the Schedule tab you can see all the courses included in your personal study plan and schedule them in different semesters and academic years. All courses do not need to be scheduled at the beginning. After scheduling courses please remember to press Calculate and save after which the tool will inform you how many ECTS you have planned to take each semester and academic year. Also the schedules made in the Structure of the HOPS tab will be updated here. Please note that in general the courses are organized once each academic year. You should check the course timetables in Lukkari (timetabling tool).

Studies	cr	2016-17		2017-18	
		Autumn	Spring	Autumn	Spring
Semester total:		0	0	1	0
Academic year total:		0	0	1	1
[-] Degree Programme					
[-] Degree Programme, Strategic Business Development					
[-] MDP SBD MDP Major Studies in Strategic Business Development					
[-] Compulsory Studies					
JOHT3049 Managing Business Networks	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHT3054 Research Update in Strategic Management	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHT3043 Strategic Industry Analysis	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHT3062 Service business development	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JOHT3042 Business Development in Practice	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3. Substitution of courses

On this tab you can see all the courses included in your degree structure. You can suggest any of these to be compensated either by another UVA course (Substitute) or by studies you have taken in some other university previously (Write in a substituting course). If you later wish to delete the suggested substitution you can do it on this same page.

[-] Compulsory Studies	
JOHT3049 Managing Business Networks	<input type="button" value="Substitute"/> <input type="button" value="Write in a substituting course"/>
JOHT3054 Research Update in Strategic Management	<input type="button" value="Substitute"/> <input type="button" value="Write in a substituting course"/>

2.3.1. Substitute -function

When choosing Substitute you will see buttons: Substitute with a course and Add completed course or examination.

Substitution of a course

Course to be substituted: **JOHT3049 Managing Business Networks**

Substituting course(s):

Substitute with a course lets you to search all courses organized by the UVA. Here you can suggest that the selected course that could substitute a course included in your degree structure. This is done searching the course, ticking the box and pressing Add to study plan.

Add completed course or examination function allows you to view the courses you have already completed that not yet have been added to the personal study plan. By clicking Select you can suggest that the completed course could substitute a course in your degree structure. This can be done for example in a situation where you have taken a course according to a previous curriculum and the WebOodi system does not automatically recognize that the course can substitute a course in your current study plan.

2.3.2. Write in a substituting course -function

By choosing this function you can write a free form explanation on what kind of substitution you are suggesting. For example, you can mention that you have applied with the official form for a certain course substitutions and that it has already been accepted. In this way the study advisor checking the study plan is aware of the accepted course substitution.

NB! The eHops functions described here are not equivalent to the official application for course substitution, which must be done according to the regulations given by the Faculty.

2.4. Other completed courses

On this page you can view all courses that you have completed, but which are not attached to the personal study plan. In the Add to the HOPS column you can choose the module where you want to include the course. In the drop-down list you can find all the modules that belong to your degree structure. Confirm the selection by clicking the button Add to the HOPS on the far right of the row.

Completed courses/modules that have not been included in the HOPS	Time	Grade	Scope, cp	Add to the HOPS
<input type="checkbox"/> A-JOHTAINE MANAGEMENT AND ORGANIZATION, INTERMEDIATE STUDIES JOHT2021 Leadership and team coaching	01.05.2016 20.06.2013	2 1	18 5	Other Studies <input type="button" value="Add to the HOPS"/>
ayVIES1004 Introductory Course in Media and Journalism Studies	19.12.2012	2	5	
ayHALA1002 Ethical Management	17.12.2012	pass	5	
ayVIES1002 Writing - Theory and Practice	19.12.2012	pass	3	
ALUE2021 Urban and Transport Geography	01.01.2013	pass	5	Degree Programme, Strategic Business Development <input type="button" value="Add to the HOPS"/>

2.5. Advisors' comments

Here you can see the comments that the study advisor has sent to you. For example, you can be instructed to add a compulsory course to your study plan or receive some other comments.

3. Edit the degree structure

On this page you can return to change the degree structure. You can use this option if you want to for example add or remove Other Studies module from your degree structure.

4. Written plans, arguments and objectives

Here you can write down goals connected to your study plan and later self-evaluation. Please note that if you mark the "Visible to advisors" box, the text can be viewed by the study advisors. Remember to save the entered text.

4. Set as primary

For each study right you can have only one primary study plan and maximum of three drafts. Only the primary study plan can be sent for confirmation. You can set the study plan as primary by clicking this button.

4. Submit for approval

Send your HOPS to your advisor

After sending the study plan/HOPS to the advisor you are not able to make any changes during the time the advisor is checking the study plan. All the advisors on the list have access to your study plan as well as to the fields you have marked as visible to advisors

Choose recipient:

Choose	Name	Title	Organisation
<input checked="" type="radio"/>	Anne Ahlqvist	Head of Study Affairs	Faculty of Business Studies
<input type="radio"/>	Sami Ilomäki	planning officer	Faculty of Business Studies
<input type="radio"/>	Kaisa Kinnari	amanuessi	Faculty of Business Studies
<input type="radio"/>	Jukka Kohtanen	Head of Services	University of Vaasa
<input type="radio"/>	Miia-Leena Mikkilä	koordinaattori	Faculty of Business Studies
<input type="radio"/>	Nina Nässlin	Head of Study Affairs	Faculty of Business Studies
<input type="radio"/>	Leena Perälä	amanuessi	Faculty of Business Studies
<input type="radio"/>	Anne-Maarit Toija	opintosihteeri	Faculty of Business Studies
<input type="radio"/>	Tanja Wunsch	amanuessi	Faculty of Business Studies

Attached message:

Delivery options:

By sending this study plan/HOPS for acceptance I bind myself to abide by the ethical guidelines of the University of Vaasa as well as the Study Guidelines and Regulations of Study Attainments of my Faculty

I have read and accepted the above terms.

When you have finalized the study plan you can send it for approval. If you have not set the HOPS as primary yet, here you will be asked to do so. You can change a draft to primary by clicking Change. Next you must choose the recipient. Faculty study administration will inform you about whom you should send your study plan for approval. You can also attach a message for the study advisor. Before sending the study plan for approval you should read through and accept the regulations. Finally, you can send the study plan by clicking Send for approval button.

You can cancel the sending later by clicking Cancel submission but only if the recipient has not yet opened the study plan. If the study advisor sends the study plan back for you to revise it, you can make changes. If the study advisor confirms the study plan, two copies are generated automatically. The official pdf copy will show as confirmed and cannot be revised anymore. However, there will also be another copy that can be revised later and used as an aid for planning and following-up the studies.