

DOCTORAL STUDIES WORKSPACE

ÕIS2 doctoral student's user guide

DOCTORAL STUDIES WORKSPACE

1. Doctoral studies workspace is located under menu "My study information" and highlighted on the front page.

GENERAL INFO															
MY STUDY INFORMATION															
– My study plan	MESSAGES / MY TIMETABLE Deadlines of the doctoral studies <table border="1"> <tbody> <tr> <td>10.10.2022</td> <td>Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Õnne</td> </tr> <tr> <td>31.12.2024</td> <td>Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Õnne</td> </tr> <tr> <td>31.12.2024</td> <td>3 pörsakese majade ehitus > Nuff-nuffi maja (Ehitada vastupidavast materja</td> </tr> <tr> <td>30.12.2025</td> <td>3 pörsakese majade ehitus > Naff-naffi maja (Ehitada energiasäästlikult)</td> </tr> <tr> <td>31.12.2025</td> <td>3 pörsakese majade ehitus (Majad on valmis 2025.a. lõpuks)</td> </tr> </tbody> </table> Doctoral studies workspace Personal messages (new) <table border="1"> <tbody> <tr> <td>06.05</td> <td>Teile tehti uus korraldus / A written order/decreed has been issued... view</td> </tr> <tr> <td>13.02</td> <td>Küsitlus "Ainete küsitlus" on lõppemas! / Questionnaire "Courses feedback" is end</td> </tr> </tbody> </table>	10.10.2022	Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Õnne	31.12.2024	Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Õnne	31.12.2024	3 pörsakese majade ehitus > Nuff-nuffi maja (Ehitada vastupidavast materja	30.12.2025	3 pörsakese majade ehitus > Naff-naffi maja (Ehitada energiasäästlikult)	31.12.2025	3 pörsakese majade ehitus (Majad on valmis 2025.a. lõpuks)	06.05	Teile tehti uus korraldus / A written order/decreed has been issued... view	13.02	Küsitlus "Ainete küsitlus" on lõppemas! / Questionnaire "Courses feedback" is end
10.10.2022		Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Õnne													
31.12.2024		Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Õnne													
31.12.2024		3 pörsakese majade ehitus > Nuff-nuffi maja (Ehitada vastupidavast materja													
30.12.2025		3 pörsakese majade ehitus > Naff-naffi maja (Ehitada energiasäästlikult)													
31.12.2025		3 pörsakese majade ehitus (Majad on valmis 2025.a. lõpuks)													
06.05		Teile tehti uus korraldus / A written order/decreed has been issued... view													
13.02	Küsitlus "Ainete küsitlus" on lõppemas! / Questionnaire "Courses feedback" is end														
– My timetable															
– Pre-registration															
– My exams / assessments															
– Student performance records															
– My interim assessment results															
– Declaration of graduation thesis topic															
– Doctoral studies workspace															

2. The workspace consists of:
 - General info about the doctoral student, including information about the doctoral student's contract. The contract will be concluded in WD, ÕIS will show the start and end dates.
 - Supervisors.
 - Thesis information.
 - Supervision agreements.
 - Overview of the components.

DOCTORAL STUDENT'S GENERAL INFO / *SUPERVISORS* / *THESIS INFORMATION* /
SUPERVISION AGREEMENTS / *OVERVIEW OF THE COMPONENTS*

SUPERVISION AGREEMENTS

- Inserting a short description of the curriculum, uploading a file

OwnCloud is meant for sharing various documents with others. Subscribing and granting rights to OwnCloud is done through WebDesktop. A link to the shared folder can be added under the supervision agreements.

Link to OwnCloud	Modify
+ 2022/2023 Spring	
- 2022/2023 Autumn	
Study plan	
Upload a file	

- Entering topics and sub-topics

1. To enter a topic, click on "Add new".

Topics and sub-topics

Add new	Topic	Doctoral student's goal
  		

- 1.1. To enter a subtopic, press "+".
- 1.2. Press "≡" to show/hide subtopics.
- 1.3. To delete a topic/subtopic, press "x".

Topics and sub-topics

Add new	Topic	Doctoral student's goal	Supervisor's goal
			

All the data entered must be saved.

Add new	Topic	Doctoral student's goal	Supervisor's goal
 	Kaasajastada 7 päkapikku: - Doktor; - Unimüts	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid
	Häbelik saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1
	Õnneseen saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10
	Doktor saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni iPhone 12
	Unimüts saab nutitelefoni	Nutitelefoni Sony 3	Eelnevalt uurida kasutusvajadust. Tulenevalt sellest, valida sobiv mudel.
	Toriseja saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10

- Linking the topic to the component and to ECTS credits

Once a subtopic has been entered, it must be linked to one of the components of the thesis. The component can also be edited from the same button.

To do this, click on  or . A form will appear where you have to tick the box at the corresponding component.

NOTE: The doctoral student can suggest to the supervisor which component to link the corresponding topic/subtopic to. The supervisor makes the final decision and enters the ECTS credits.

LINKING TOPIC TO COMPONENTS		
Doctoral student's name		
Semester	2022/2023 Autumn	
Topic		
Linked components	Component	Linked to topic
	An overview of the literature to be used as the theoretical foundation of the PhD thesis_ARTICLE_BASED DISSERTATION	☒
	An overview of the literature to be used as the theoretical foundation of the PhD thesis_MONOGRAPH_FORMAT	☐
	Analytical overview of the PhD thesis	☐
	Article in ETIS (Estonian Research Information System) categories 1.1, 1.2 or 3.1 accepted for publication or Tallinn University Press publication (constituting a part of the dissertation if the dissertation is article-based) - up to 30 ECTS	☐
	Article in ETIS (Estonian Research Information System) categories 1.1, 1.2 or 3.1 accepted for publication or Tallinn University Press publication_MONOGRAPH_FORMAT	☐
	Chapter/division of a PhD thesis in the monograph format	☐

- Entering a date

Date of the meeting / agreement or a Deadline can be done by manually entering the date in the format dd.mm.yyyy or by selecting from the calendar.

Date of the meeting / agreement	Deadline																																										
																																											
◀ September 2022 ▶ <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>		Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Su	Mo	Tu	We	Th	Fr	Sa																																					
				1	2	3																																					
4	5	6	7	8	9	10																																					
11	12	13	14	15	16	17																																					
18	19	20	21	22	23	24																																					
25	26	27	28	29	30																																						

- Entering the objectives

In the “Topics and sub-topics” the doctoral student and the supervisor (from their own workplaces, as appropriate) can enter the objectives. The agreement field can be completed by both.

Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement		Deadline
7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	01.02.2022		31.12.2024
Majad on valmis 2025.a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025.a. lõpuks	09.02.2022		31.12.2025
Ehitada vastupidavast materjalist	Ehitada vastupidavast materjalist	Ehitada vastupidavast materjalist	09.02.2022		31.12.2024

The agreement can be locked by clicking on . A locked agreement can be unlocked again by clicking on . Locking gives the possibility to fix the agreed activity/objective and dates. All activities/changes are recorded in log entries so that the history of activities can be checked if necessary.

Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement		Deadline
7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	01.02.2022		31.12.2024
Majad on valmis 2025.a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025.a. lõpuks	09.02.2022		31.12.2025
Ehitada vastupidavast materjalist	Ehitada vastupidavast materjalist	Ehitada vastupidavast materjalist	09.02.2022		31.12.2024

Depending on the deadline, future topics/subtopics will be displayed in future semesters. Completed topics/subtopics will be displayed at the end of the lists.

Topics and sub-topics

Add new	Topic	Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement		Deadline
	Kaasajastada 7 päkapikku: - Doktor	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	01.02.2022		31.12.2024
	Häbelik saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	21.03.2022		16.09.2022
	Õnnesen saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	21.03.2022		10.10.2022
	Doktor saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni iPhone 12	Nutitelefoni iPhone 12	01.02.2022		28.02.2022
	Unimüts saab nutitelefoni	Nutitelefoni Sony 3	Eelnevalt uurida kasutusvajadust. Tulenevalt sellest valida sobiv mudel.	Nutitelefoni Sony 3	01.02.2022		25.03.2022
	Toriseja saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	07.03.2022		15.04.2022
	3 pörsakese majade ehitus	Majad on valmis 2025.a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025.a. lõpuks	09.02.2022		31.12.2025

- Selecting sub-topics for Progress Review

For the purposes of Progress Review it is necessary to make a selection from the subtopics to be evaluated. The selection of the doctoral student will be displayed to the supervisor and vice versa, the selection of the supervisor will be displayed to the doctoral student.

Include a short summary of the report if necessary. If the report is a separate document or if additional documents/files are to be attached, these must be placed in OwnCloud.

Topics and sub-topics

Add new	Topic	Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement	Deadline	Supervisor's ECTS	ECTS accounted for	For Progress Review
	Kaasajastada 7 päkapikku: - Doktor, -	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	01.02.2022	31.12.2024	2	-	
	Häbelik saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	21.03.2022	16.09.2022	1	-	☐
	Õnnesen saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	21.03.2022	10.10.2022	1	-	☐
	Doktor saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni iPhone 12	Nutitelefoni iPhone 12	01.02.2022	28.02.2022	-	-	
	Unimüts saab nutitelefoni	Nutitelefoni Sony 3	Eelnevalt uurida kasutusvajadust. Tulenevalt sellest, valida sobiv mudel.	Nutitelefoni Sony 3	01.02.2022	25.03.2022	-	-	
	Toriseja saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	07.03.2022	15.04.2022	-	-	
	3 pörsakese majade ehitus	Majad on valmis 2025. a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025. a. lõpuks	09.02.2022	31.12.2025	-	-	

Doctoral student's report in brief

Save

If the supervisor has added an additional subtopic for assessment and has added his/her approval, this will be displayed to the doctoral student.

Topics and sub-topics

Add new	Topic	Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement	Deadline	Supervisor's ECTS	ECTS accounted for	For Progress Review
	Kaasajastada 7 päkapikku: - Doktor, -	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	01.02.2022	31.12.2024	2	-	
	Häbelik saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	21.03.2022	16.09.2022	1	-	☒
	Õnnesen saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	21.03.2022	10.10.2022	1	-	☒
	Doktor saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni iPhone 12	Nutitelefoni iPhone 12	01.02.2022	28.02.2022	-	-	
	Unimüts saab nutitelefoni	Nutitelefoni Sony 3	Eelnevalt uurida kasutusvajadust. Tulenevalt sellest, valida sobiv mudel.	Nutitelefoni Sony 3	01.02.2022	25.03.2022	-	-	
	Toriseja saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	07.03.2022	15.04.2022	-	-	
	3 pörsakese majade ehitus	Majad on valmis 2025. a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025. a. lõpuks	09.02.2022	31.12.2025	-	-	

Doctoral student's report in brief

Supervisor's approval for the Progress Review

Atesteerimisele lähevad need 2. Lisaks lisati 3 alamteema.

OVERVIEW OF THE COMPONENTS

Open semesters ECTS credits are displayed. You can quickly see which subtopics are related to a specific component and ECTS credits. Click on the button 

ARTICLE (ETIS CATEGORY 1.1, 1.2 OR 3.1) ACCEPTED FOR PUBLICATION								
	Topic	Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement	Deadline	Supervisor's ECTS	ECTS accounted for
3	pörsakese majade ehitus	Majad on valmis 2025.a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025.a. lõpuks	09.02.2022	31.12.2025	-	-
	Nuff-nuffi maja	Ehitada vastupidavast materjalist	Ehitada vastupidavast materjalist	Ehitada vastupidavast materjalist	09.02.2022	31.12.2024	-	-
Close								

In the summary view, the ECTS credits are displayed as supervisor ECTS credits/passed ECTS credits.

Component	2021/2022 Autumn	2021/2022 Spring	2022/2023 Autumn	2022/2023 Spring	TOTAL	Lacking from requirement	Max allowed
Individual study plan		 unconfirmed	 unconfirmed				
Article (ETIS category 1.1, 1.2 or 3.1) accepted for publication		 2 / 0	 0		0	30	30
Article (ETIS category 1.1, 1.2 or 3.1) accepted for publication					0	120	120
Chapter/content part of the doctoral thesis submitted in the form of a monograph					0	120	120
Development of principles for the implementation of doctoral thesis instruments and methods		 1 / 1			1	19	20
Dissertation research plan covering the entire period of doctoral studies, which must include the methodological plan of the dissertation		 3 / 1			1	9	10
Elaboration of scientific literature concerning the theoretical basis of the doctoral thesis		 4 / 1	 2		1	19	20
Total		3			3	317	320
Volume of the passed courses					15	108	123
Passed courses and doctoral thesis in total		3			18	425	443
Cumulative volume per academic year	-	-	-	-	6	-	-
Progress Review	08.06.2022, en: Atesteerida doktorant positiivselt, ettepanekuga õpingute jätkamiseks täiskoormusega õppes, full-time, in accordance with the individual study plan	08.06.2022, en: Atesteerida doktorant positiivselt, ettepanekuga õpingute jätkamiseks täiskoormusega õppes, full-time, in accordance with the individual study plan					

After the evaluation, the evaluation decision is displayed in the summary view.

Together with the evaluation, the topics/subtopics of the semesters to be evaluated are finally confirmed and cannot be changed during these semesters.

- 2021/2022 Spring									
PROGRESS REVIEW COMMITTEE'S DECISION		08.06.2022, en: Atesteerida doktorant positiivselt, ettepanekuga õpingute jätkamiseks täiskoormusega õppes, full-time, in accordance with the individual study plan							
Study plan		Tallinna Ülikooli struktuur 2022, vt fail							
TLÜ-struktuur-2022.pdf 									
<i>Topics and sub-topics</i>									
	Topic	Doctoral student's objective	Supervisor's objective	Agreement	Date of the meeting / agreement	Deadline	Supervisor's ECTS	ECTS accounted for	For Progress Review
	Kaasajastada 7 päkapikku: - Doktor; - Unimüts; - Toriseja; - Häbelik; - Önneseen; - Aevastaja; - Ninatark.	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	7 päkapikku omavad nutiseadmeid	01.02.2022	31.12.2024	5	2	
	Doktor saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni iPhone 12	Nutitelefoni iPhone 12	01.02.2022	28.02.2022	1	1	☒
	Unimüts saab nutitelefoni	Nutitelefoni Sony 3	Eelnevalt uurida kasutusvajadust. Tulenevalt sellest, valida sobiv mudel.	Nutitelefoni Sony 3	01.02.2022	25.03.2022	1	1	☒
	Toriseja saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	07.03.2022	15.04.2022	1	-	☐
	Häbelik saab nutitelefoni	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	Nutitelefoni Samsung 1	21.03.2022	16.09.2022	1	-	☐
	Önneseen saab nutitelefoni	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	Nutitelefoni Huawei 10	21.03.2022	10.10.2022	1	-	☐
	3 pörsakese majade ehitus	Majad on valmis 2025.a. lõpuks	Eelnevalt teha detailplaneering	Majad on valmis 2025.a. lõpuks	09.02.2022	31.12.2025	5	1	
Doctoral student's report in brief		Validud 2 teemat, sest need on lõppenud.							
Supervisor's approval for the Progress Review		Atesteerimisele lähevad need 2. Lisaks lisan 3 alamteema.							
 Confirmed, Tauri Tuvikene, 08.06.2022									