

Welcome!



Aalto University
School of Arts, Design
and Architecture

Welcome to the Intro week at Aalto ARTS!

The course has 3 components:

1. Introduction to Doctoral Studies, 31 August - 2 September 2022
2. Aalto Doctoral Orientation Days, 5 - 6 September, 2022
3. Assignments to be submitted to MyCourses, last DL 30 November 2022

After this course, you should

- have knowledge of the content of doctoral studies and forms of thesis
- have been introduced to research work and to concepts of presenting your research
- be able to identify basic tools of a researcher, basic methodologies and forms of research in the research fields of the School of Arts, Design and Architecture
- be able to identify ethical issues related to research
- have a doctoral personal study plan

Course assignments

Pre-assignments (If you haven't submitted these, please submit TODAY):

- Pre-questionnaire for new doctoral candidates
- Research abstract

Optional reading:

- Research ethics for doctoral students self-study material
- Aalto University Code of Conduct
- Aalto University Data Protection Basics e-learning course

Main assignment, DL 30 November 2022

- Doctoral Personal Study Plan (including 5 parts)

Requirements, 1 or 2 ECTS

1 ECTS (assignments in MyCourses, compulsory)

- **Research abstract, final DL today**
- **Doctoral Personal Study Plan, DL 30 Nov**

1 ECTS (Intro week)

- **Min. 80% attendance**

Programme

Wed 31 Aug 2022

Room: M232

10-12: Thesis and Supervision

- 12-13 Lunch break

- 13-15: ARTS

Research Areas

- 15-17: Study Plan Clinic

Thu 1 Sep 2022

Room: U356 ("Alma Media")

- 10-12 Thesis Topics

- 12-13: Lunch break

- 13-17: Doing Research

Fri 2 Sep 2022

Room: U401

- 10-12 Artistic Thesis

- 12-13: Lunch break

- 13-15: Reading

Efficiently (Online)

Programme

Mon 5 Sep 2022

9:30-17:00 Aalto Doctoral Orientation Days

(+ social programme)

ARTS session 12.30-14 in: room Y228a

Tue 6 Sep 2022

9:00-13:00 Aalto Doctoral Orientation Days

13:00: Aalto Day One with tutors



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Doctoral thesis and supervision

Introduction Week 2022

General quality requirements for doctoral thesis at Aalto University

- **A doctoral thesis shall contain new scientific knowledge in the field it represents.**
- **In the field of art and design, the doctoral thesis may also contain new methods of artistic creation or products, which fulfil high artistic demands.**
- **The doctoral thesis shall clearly set forth the new findings.**
- **The independent contribution to the research shall be sufficient and clearly demonstrable.**
- **The research methods used shall fulfil the criteria set for scientific or art-based research.**
- **A doctoral doctoral thesis shall conform to the principles of responsible conduct of research and adhere to ethically sustainable principles.**

Monograph

An approved doctoral thesis may be a single study (a monograph), which has not been displayed in a published form in full before.

A monograph forms a coherent entity and is the result of a researcher's independent work. It may contain references to other publications made by the author dealing with the same problems.

Article thesis

- Article thesis must include at least **3 full-length articles** (e.g. JUFO 1-3, classification of publication channels, <http://www.julkaisuforum.fi/en>).
- Must have been approved for publication in a peer-reviewed scientific journal or similarly peer-reviewed conference publication or as a chapter in a peer-reviewed book.
- In addition, other publications, shorter articles etc. For one of these the publication process can still be on-going.
- The articles may also include co-authored publications if the author's independent contribution to them can be demonstrated. The doctoral student must be the first author of at least two articles.

Artistic components

- **In the field of art, a doctoral thesis can also include an artistic component (art productions or product development projects)**
- **Art productions such as exhibitions, installations, films, performances etc.**
- **The artistic component(s) have to be in a dialogic and analytic relation with the written component of the thesis.**
- **Artistic component vs. artistic thesis vs. art as data**
 - Your artistic work may be part of your thesis even if it doesn't constitute an artistic component

<https://into.aalto.fi/display/endoctoralarts/Artistic+components>

Planning

- **At the start of your thesis work, discuss with your supervising professor about the form of your doctoral thesis and if you plan to include artistic components in your thesis**
- **Artistic components are **always pre-examined**, either each of them separately (e.g. exhibitions) or together with the final written thesis – discuss the options with your supervising professor early on.**
- **Publications: plan carefully where and when you want to publish your articles. Even if you would be doing a monograph, we encourage you to publish during the process.**

Artistic components: practicalities

- The presentations of the artistic component, such as exhibitions, must be **public** and must be arranged so that they are **accessible**.
- For the pre-examination, the doctoral student prepares a **written report** which should clarify the place, role and stage of the artistic component within the intended whole of the research project.
- The student must document the component in a way that gives a clear picture of the content and exhibition of the production or project. Documentation can contain text images and/or a short video.
- You can send an invitation to the doctoralprogramme-arts@list.aalto.fi
- You can post an event to aalto.fi: <https://www.aalto.fi/en/events> (if needed, ask Aalto Communications for help, communications@aalto.fi)
- Remember to mention that the exhibition, performance, event etc. is part of your doctoral thesis

Supervision and advising



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Doctoral student's duties

- preparing a **doctoral personal study plan (DPSP)** and updating it as necessary
- preparing a research plan with the help of the supervising professor and **carrying out research according to the plan independently** and in a self-directed manner within the limits of the research project
- familiarising themselves with the **ethical principles** of scientific research and acting in compliance with good scientific practice in their research.
- aiming at **actively publishing** and disseminating the research results in the publication fora of the field
- aiming at, together with the supervising professor, **securing funding** for the doctoral studies
- **reporting on the progress** of the research to the supervising professor on a regular basis
- making a short report of meetings/activities with the advisor(s) and send the reports to the supervising professor at the end of the year
- annually enrolling at the university

Supervising professor, vastuuprofessori

- Always from Aalto ARTS
- Can also act as your advisor, but **not automatically**
- **Duties:**
 - Is responsible for the supervision of the doctoral student and supports the implementation of the funding plan
 - Is responsible for ensuring that the doctoral student is aware of the requirements for a doctoral thesis and of the stages included in the preliminary examination and the public examination of the thesis
 - Makes sure that the doctoral student makes the necessary corrections proposed to the doctoral thesis manuscript by the pre-examiner
 - Acts as the custos at the public defence

Advisor, ohjaaja

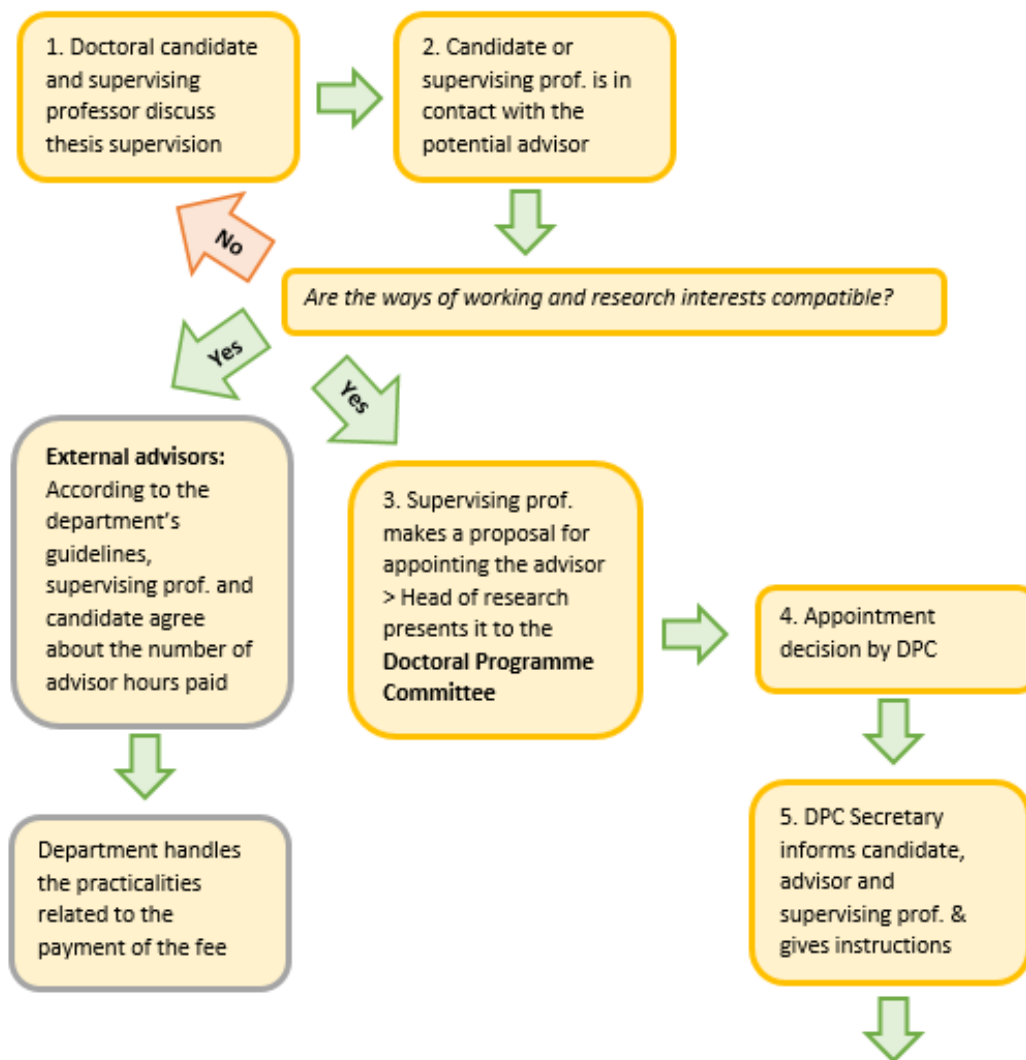
- **From Aalto University or external**
- **Duties:**
 - Tutors you in making, following and revising your research plan
 - Instructs you in writing your thesis and planning and working out your research and/or artistic activities
 - Guides you in independent learning and referring you to other researchers
 - Encourages you to publish actively

Advisors

- **Must have a doctor's degree.**
- **In case the thesis includes **artistic component(s)**, at least one of the thesis advisors must have adequate artistic qualifications and superior knowledge of the field in question.**
- **For artistic or practice-based thesis, one advisor can be appointed based on other merits than a doctor's degree.**
- **The thesis advisor may not serve as a pre-examiner or opponent of the same thesis.**

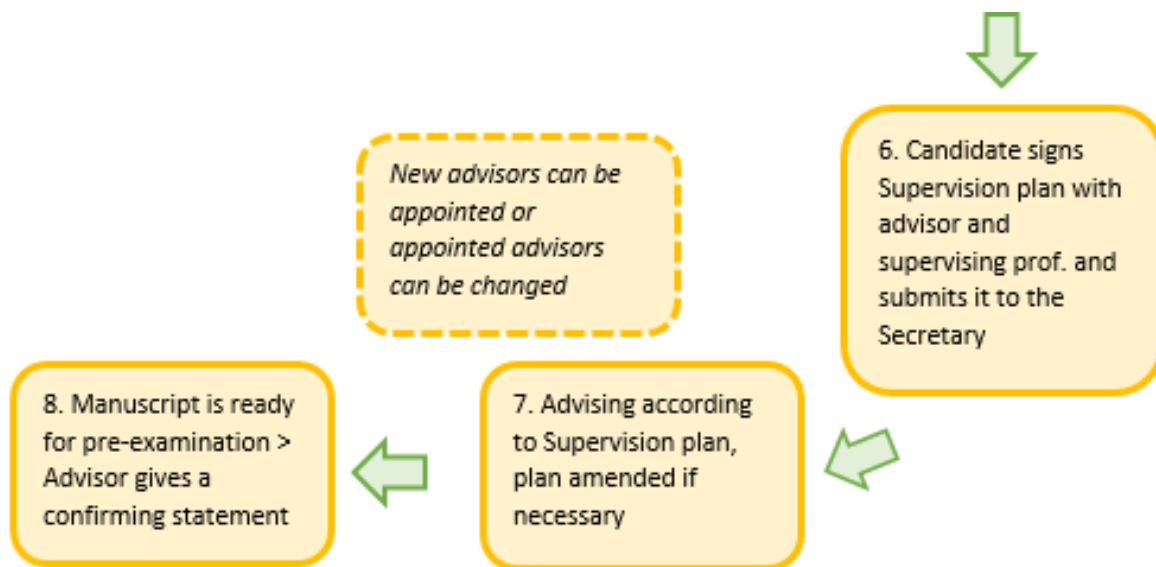


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Supervision plan

- **Aim: to communicate the general principles of good supervision to the doctoral student and to offer both the student and the supervising professor/thesis advisor(s) a possibility to discuss and to reach an agreement on the outlines of the supervision process.**
- **Outlines the responsibilities** of the supervising professor, thesis advisor(s) and of the doctoral student
- **Is updated if changes occur**, for instance if the supervising professor or thesis advisor changes. As necessary, the plan may be updated also at other times at the initiative of any of the parties involved
- **Template available at**
<https://into.aalto.fi/display/endoctoralarts/Applications+and+forms>

AGREEING ON THE RESPONSIBILITIES OF SUPERVISING PROFESSOR (SP) AND THESIS ADVISOR(S) (TA)

(initials)

1. Is responsible for the supervision of the doctoral student and supports the implementation of the financing plan;

SP

2. Handles the arrangements related to the supervision of the doctoral student

SP

3. Goes through the doctoral personal study plan (see above), in addition, s/he follows up on the progress of the studies and that of the research work on a regular basis*;

SP

TA

TA

TA

4. Is responsible for ensuring that the doctoral student is aware of good scientific practice and the ethical principles followed in his/her field of research as well as of the regulations concerning immaterial property rights, and monitors that the student adheres to such principles;

SP

TA

TA

TA

5. Encourages the doctoral student to actively publish and disseminate his/her research results in the publication forums of the field of research in question, and guides him/her in publication writing*;

SP

TA

TA

TA

TA

6. Is responsible for ensuring that full-time doctoral students are not burdened excessively with duties other than doctoral research work**;

SP

TA

TA

TA

Content related responsibilities / areas of expertise of each advisor:

Thesis advisor	
Thesis advisor	
Thesis advisor	

Meetings and reporting

Recommended reporting/meeting frequency for a full-time doctoral student is twice a month.

Planned frequency of meetings:

Student and supervising professor	
Student and thesis advisor	
Student and thesis advisor	
Student and thesis advisor	

Also to be discussed: who calls the meeting together, how each party will prepare for the meeting, are they held in person or online etc.

Preferred channel of communication

Student and supervising professor	
Student and thesis advisor	
Student and thesis advisor	
Student and thesis advisor	

Planned frequency and form of reporting

Student and supervising professor	
Student and thesis advisor	
Student and thesis advisor	
Student and thesis advisor	

Also to be discussed: How many days before the meeting the student must submit the materials to be discussed

Interacting with your advisor

- **Agree about the frequency of meetings and reporting in the supervision plan and follow the plan – adjustments can be made, but make sure that both/all parties agree.**
- **Keep the deadlines you have promised to your advisor.**
- **Plan the meeting, let the advisor know your goals for the meeting in advance.**
- **Make notes, especially about what was agreed for next steps.**
- **Plans & notes help you to write the annual report for your supervising professor.**

Problems?

- **Sometimes the chosen advisor is not the best person to guide your research after all – talk about any possible problems with your supervising professor. For justified reasons, advisors can be changed.**
- **Other contact persons:**
 - Head of Research at your Department
 - Head of the Department (esp. if you are employed, also your supervisor)
 - Head of the Doctoral Programme
 - Planning Officer of the Doctoral Programme
 - Ombudsperson Teija Löytönen

Ombudsperson & other support

- You can contact the ombudspersons whenever you need support in your doctoral thesis work, but you feel unable to discuss with your supervising professor and thesis advisor. Ombudspersons are not meant to act as mediators in conflicts but they can give you support and advice on how to proceed.
- An ombudsperson is not meant to replace contact with occupational or public health care services, HR services (if you are an employee) or Code of Conduct processes, for example, when
 - You feel continual stress, exhaustion or anxiety regarding to your thesis work: contact study psychologist for doctoral students maria.tornroos@aalto.fi
 - You feel that you are treated unequally among your colleagues: see <https://www.aalto.fi/en/services/workplace-mediation-for-enhancing-the-cooperation-in-teams-and-solving-conflict>
 - You do not feel safe in your working environment, or experience harassment or inappropriate conduct: see <https://www.aalto.fi/en/services/preventing-harassment-and-inappropriate-conduct>

Doctoral Programme Committee (DPC)



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Doctoral Programme Committee

The DPC's main tasks:

- evaluates applications to doctoral studies
- nominates pre-examiners and opponents for doctoral theses
- evaluates doctoral theses
- appoints supervising professors and advisors
- develops doctoral education

Chair + 4-6 professors and 1 *doctoral student member*

- student representatives' term 1 year, appointed by the proposal of the Student Union AYY

Incentive scholarships



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Incentive Scholarships at ARTS

- **500 € scholarship for the first two refereed articles or artistic components**
 - the application has to be submitted within six months of the publication
- **2,000 € scholarship for completing the doctoral degree in 4 years**
 - terms and conditions apply (and may change before 2026)

Where to find information?



Aalto University
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Aalto websites

- **Into**

- <https://into.aalto.fi/display/enddoctoralarts/Arts%2C+Design+and+Architecture>
- Soon to be replaced by aalto.fi-pages

- **Aalto.fi**

- <https://www.aalto.fi/en/doctoral-education>
- some parts still under construction

- **Can't find the answer there?**

- Email: doctoral-arts@aalto.fi

Stay connected

- **Use your Aalto email** OR redirected your emails from Aalto mailbox to your other email address (not allowed if you have a work contract with Aalto):
<https://www.aalto.fi/en/services/redirecting-emails-outside-of-aalto-university-students-only>
- **Mailing lists for doctoral candidates:**
 - **Doctoralcandidates-arts:** official information from the Programme and Aalto University for doctoral candidates at Aalto ARTS, only aalto.fi emails accepted, doctoral students automatically joined
 - **Doctoralprogramme-arts:** CFPs, exhibitions, events, seminars, open list, join at: <https://list.aalto.fi/mailman/listinfo/doctoralprogramme-arts>
 - **Aalto-doctoral-students:** general list for all Aalto doctoral candidates, doctoral students automatically joined