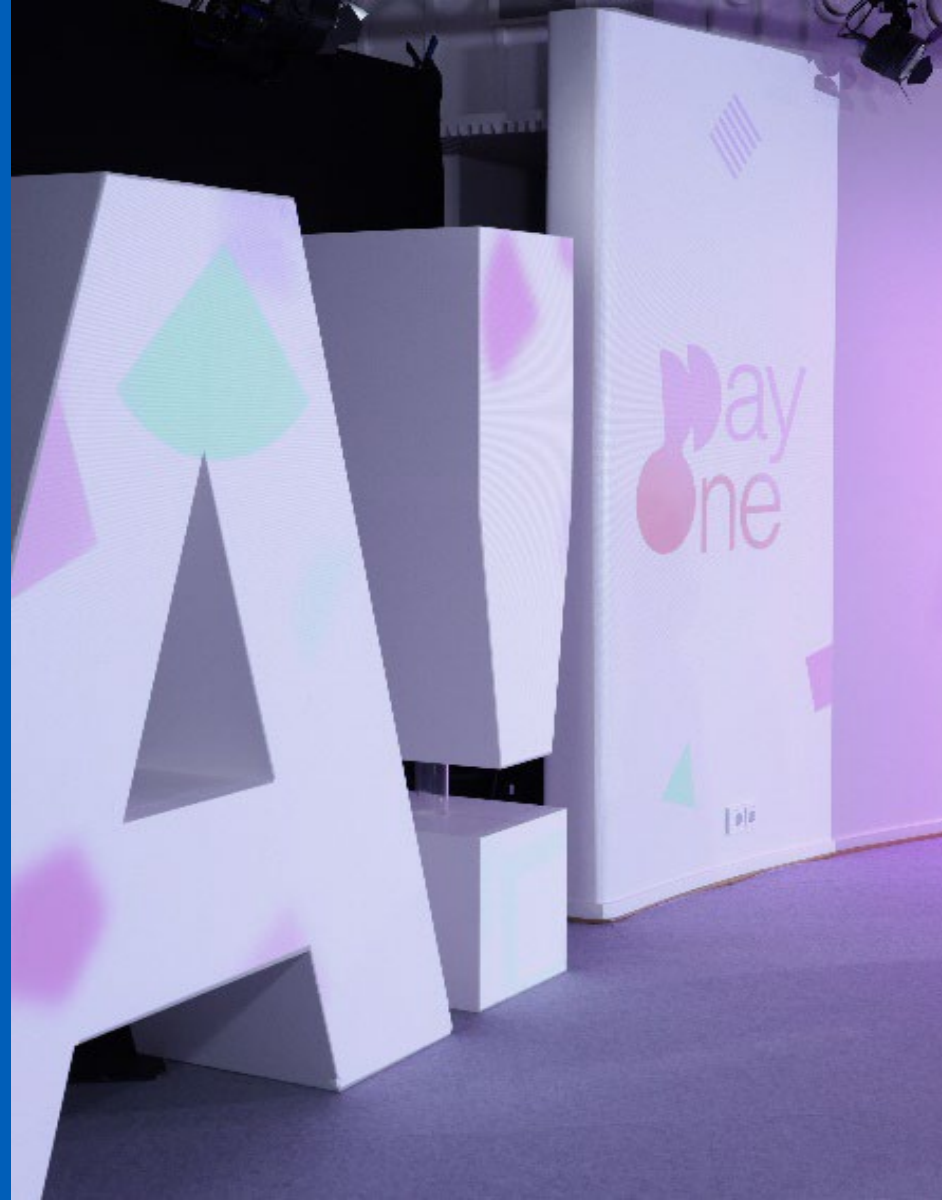


# Aalto Doctoral Orientation Days

5-6 June 2023



# Aalto Doctoral Orientation Days in a nutshell

- **Welcome to our doctoral community!**
- **Orientation: Basic knowledge on Aalto doctoral studies and related services & MyCourses site to return to find more information on these issues**
- **Tutor groups: helping you to find our doctoral community – remember that Aalto is an interdisciplinary university!**

# What is your programme?



## Doctoral programmes

- [Aalto Doctoral Programme in Arts, Design and Architecture](#)
- [Aalto Doctoral Programme in Business, Economics and Finance](#)
- [Aalto Doctoral Programme in Chemical Engineering](#)
- [Aalto Doctoral Programme in Electrical Engineering](#)
- [Aalto Doctoral Programme in Engineering](#)
- [Aalto Doctoral Programme in Science](#)

**Six doctoral programmes & about 3200 doctoral students**

**[www.aalto.fi/en/doctoral-education/doctoral-programmes](http://www.aalto.fi/en/doctoral-education/doctoral-programmes)**



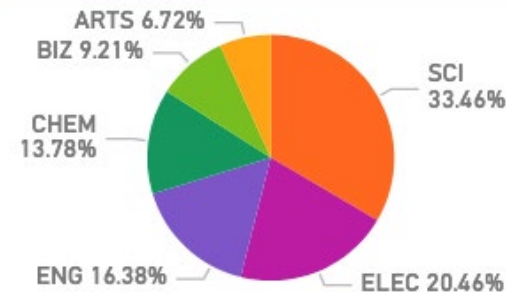
Aalto-yliopisto

Doctoral students N	2907
Full time / Part-time %/Not known	52/42/3
Active attending	2666
Female% / Male %	36 63
Foreign nationality %	59
Nationalities	97
Graduates 2022	195
Median study time (years)	5,2
Age of graduates	33

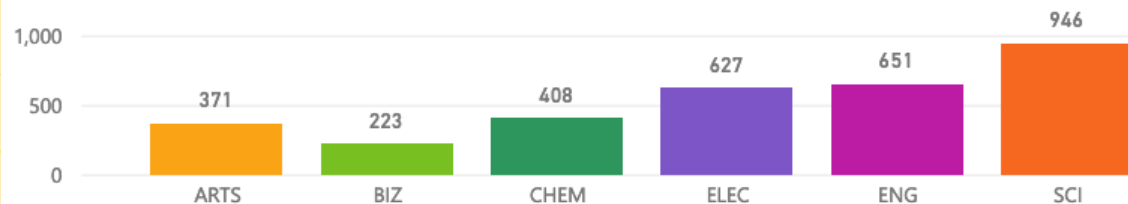
### Admitted by School



### Degrees by School

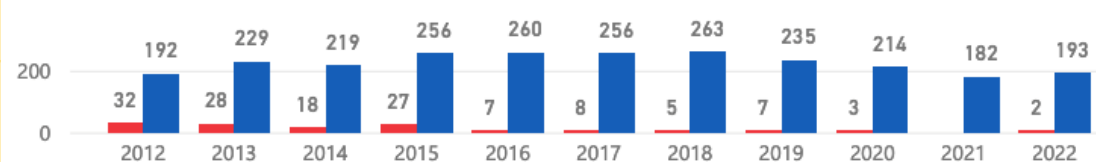


### Number of current students by school



### Number of degrees by year

Level of degree ● Licentiate's degree ● Doctoral degree



Click t

# More statistics

- Full time students out of all school's students

- ARTS 45%

- BIZ 78%

- CHEM 58%

- ELEC 48%

- ENG 36%

- SCI 50%

**In total 50% of Aalto doctoral students study full time**

- In total 929 doctoral students are found from Workday, i.e. 33% of Aalto doctoral students are also employees

# Programme Day I

Day I: Monday 5.6.2023 9:30-16:45, Q101, Väre, Otaniementie 14 + social programme

9:30-11:00 **Welcome!**

9:30-9:50 **Welcome to Aalto University!** *Vice President (Education) Petri Suomala; Head of Learning Services Eija Zitting*

9:50-10:50 **Starting your doctoral studies**, *Service Manager Minna Söderqvist & Planning Officer Tiina Kotti, Doctoral Education Services*

10:50-11:00 **Introducing the student tutors**

11:00-12:30 **Tutor groups meet\*, lunch** (self-paid)

12:30-14:00 **Schools' programme**

CHEM: Hall Ke3, Kemistintie 1

ELEC: Hall TU6, Maarintie 8

ENG: L102, Väre, Otaniementie 14

SCI: Deloitte (U119), Otakaari 1

Break 15 min

14:15-16:00 **Practicalities and experiences**

14:15-14:30 Wellbeing for doctoral students, *Specialist Laura Miettinen*

14:30-14:45 Career Design Lab, *Manager Aila Saloranta*

14:45-15:00 Turnitin originality check and how to use it, *Specialist Luis Costa*

15:00-15:15 Student Union AYY, Manté Žvaelytė, Tuulia Telin

15:15-15:30 Doctoral students' association Aallonhuiput, *doctoral student Tejas Kotha*

15:30-15:45 Employee representatives and trade unions, *stop steward Stina Giesecke, Finnish Union for University Researchers and Teachers FUURT*

Break 15 min

16:00-16:45 **Practicalities and experiences**

16:00-16:45 Panel discussion with recently / soon to be graduated Doctors

From 17:00 onwards social programme with doctoral researcher association Aallonhuiput

at Otakaari 20: small barbeque, other snacks and drinks, and a sauna for those wanting to go.

# Programme Day II

**Day II: Tuesday 6.6.2023 9:15-12:00, Mordor, A Grid, Otakaari 5**

9:15-9:35 Moving to Finland, *HR International Mobility team*

9:35-10:00 **Aalto newcomers: Welcome to Finland, Helsinki, Espoo and Aalto!** *Service Manager Minna Söderqvist, Doctoral Education Services*

Break 15 min

10:15-12:00 **Research services for doctoral students**

10:15-10:50 Research ethics, *Senior Advisor Annukka Jyrämä*

10:50-11:05 Open science in Aalto University, *Information Specialist Katri Seitsonen*

Short break

11:15-11:30 Research information management system ACRIS, *Information Specialist Eeva Savolainen*

11:30-11:45 Research data management in Aalto University, *Information Specialist Lucie Hradecká*

11:45-12:00 Library resources and services in Aalto University, *Information Specialist Harri Maikola*

12:00-13:30 **Tutor groups meet\*, lunch** (self-paid)

OPTIONAL:

13:30-15:00 **Doctoral Q&A and DPSP/Sisu clinic, Q103, Väre, Otaniementie 14**

Stop by if you need help with your DPSP or Sisu, or have any other questions

\* For students who registered to participate in the tutor group programme

# Doctoral Education Services

(part of Learning Services)

## Who we are?

Find us:

<https://www.aalto.fi/en/service/s/doctoral-education-services>



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# Starting and planning doctoral studies

# Study right and studies

- **Full time doctoral studies take appr. 4 years**
- **Remember to enroll to the university every year in OILI**
- **In case of longer absences, enroll as non-attending**
- **Academic year runs from August to July, teaching usually takes place between September and May**
- **System of 5 teaching periods, but doctoral courses often run with their own schedules**

# Doctoral studies are decided in/by:

- **Degree Regulations on Doctoral Education as part of Aalto University General Regulations on Teaching and Studying**
  - Degree structure
- **2-year Curriculum**
  - Degree requirements, i.e. compulsory & optional courses to be offered / accepted
  - Course descriptions
- **Your supervising professor and the Doctoral Programme Committee**

# 5 parts of the Doctoral Personal Study Plan (DPSP)

1. Sisu credit plan (in Sisu)
2. Research plan (see your programme's instructions)
3. Supervision plan (Aalto template)
4. Financing plan (free format, see instructions)
5. Career plan (free format, see instructions)

**Discuss your DPSP and all changes with your supervising professor: they need to confirm your plan (minimum twice: at the beginning of your studies and before pre-examination)**

**Submit to MyStudies – instructions from your doctoral programme.**

# Doctoral Personal Study Plan (DPSP)

- A tool for planning and scheduling your activities and resources in order to complete your studies and research within the target time
- A tool for preparing for your career after completing your degree
- A tool for discussing your plans with your supervising professor
- An agreement about supervision and advising
- The Sisu credit plan included follows the degree structure of your doctoral programme and is required for registering to courses in Sisu
- Needs to be updated when appropriate
- Instructions in the Doctoral student study guide ([aalto.fi](https://aalto.fi))

# Degree structure:

## 40/60\* ECTS of studies + thesis

**Doctoral thesis**

**General Research Studies**

**Research Field Studies**

*\* 40 ECTS in the fields of art and design & technology, 60 ECTS in the field of business*

# Choosing courses

- 1. Compulsory courses of your doctoral programme**
- 2. Other courses offered by your programme / School for doctoral students**
- 3. Language and communication courses for doctoral students & Finnish/Swedish courses by Aalto Language Centre**
- 4. Courses on transferable skills and competences offered at Aalto**
- 5. Aalto University Pedagogical training**
- 6. Courses from other Finnish universities, or from our networks like N5T, Cluster, Unite! etc.**

# Your doctoral programme's curriculum & courses

[ARTS doctoral curriculum 2022-2024](#)

[BIZ doctoral curriculum 2022-2024](#)

[CHEM doctoral curriculum 2022-2024](#)

[ELEC doctoral curriculum 2022-2024](#)

[ENG doctoral curriculum 2022-2024](#)

[SCI doctoral curriculum 2022-2024](#)

The curriculum includes the educational objectives and learning outcomes of the programme.



# Language and communication courses for doctoral students & Finnish courses

- LC-1350 Writing Doctoral Research for Engineering and Science (w) D (3 ECTS)
- LC-1330 Presenting Doctoral Research (o) D (3—5 ECTS)
- LC-1335 Preparing for the Doctoral Defence (o), (1 ECTS)
- LC-1336 Popularize your Research (o,w) D (2 ECTS)
- LCA-1030 Writing Doctoral Research (3 ECTS)
- LCA 1031 Presenting Doctoral Research (3 ECTS)
- LCA-1050 Writing Doctoral Research for Arts (w) D (3 ECTS)
- LCB-1350 Writing Doctoral Research for Business and Management (w) D (3 ECTS)
- LC-L1017 Asiantuntijaesittämisen valmennus tohtoriopiskelijoille D (3 ECTS)
- LC-L1018 Tutkimusraportoinnin tekstiretriitit tohtoriopiskelijoille (3 op)
- LC-L1019 - Tutkimustiedon yleistajuistaminen D (5 op)
- Writing Clinic for doctoral students
- Tutkivan työn ja tutkimusraportoinnin mentorointi
- Finnish as a foreign language, courses from survival to conversational level (link to Language Centre)

# Courses on transferable skills and competences offered at Aalto

**LC-L1010 Research ethics for doctoral students (1-2 ECTS)**, organised twice a year. More information: <https://www.aalto.fi/en/doctoral-education/research-ethics-for-doctoral-students-course>

## **Findocnet independent online courses:**

LC-L1011 Open Science for Doctoral Students (1 ECTS)

LC-L1012 Business Skills for Doctoral Students (1 ECTS)

LC-L1013 Career Course for Doctoral Students (1 ECTS)

LC-L1014 Interactive Leadership Skills for Doctoral Students (1 ECTS)

LC-L1015 Project Management for Doctoral Students (1 ECTS)

LC-L1016 Writing Research Grant Applications for Doctoral Students (1 ECTS)

LC-L1020 Theory of Science (1 ECTS)

**Check out: [findocnet.fi](https://findocnet.fi). To join to course and get an enrolment key for Findocnet platform, contact [udes@aalto.fi](mailto:udes@aalto.fi)**

# **Courses from other Finnish universities, or our networks, e.g. N5T, Cluster, Unite!, Cumulus, CEMS**

**1. Find a suitable course at e.g.**

**[www.doctoralcourses.fi](http://www.doctoralcourses.fi)**

**<https://phdcourses.nordicfivetech.org>**

**<https://metacampus.unite-university.eu>**

**2. Discuss with your supervising professor & include the course as a study draft in your credit plan in Sisu**

**3. Apply for the course through the procedure of the University offering the course and follow their schedule**

**4. If accepted, complete the course and apply for credit transfer in Sisu, see instructions at [Credit transfer: inclusion of studies from other universities.](#)**

# Pedagogical training

The training is intended for Aalto University faculty, and it is free of charge.

Core courses:

- A! Peda Intro, 5 ects
- Teaching practice, 5 ects,
- Learning and teaching in higher education, 5 ects,
- Course Design, 5 ects

More information: <https://www.aalto.fi/en/services/pedagogical-training-main-page>

Welcome to Sisu!

My study plan 02.09.2022

PRIMARY PLAN

NEW STUDY PLAN

...

STATE

CREDITS (CR)

Selected | Completed

~~You do not have a study right that corresponds to your study plan or you have not registered for the current term.~~

<p>⌵ Aalto Doctoral Programme in Electrical Engineering EDU_DP-ELEC</p>	Selections missing	
<p>⌵ Aalto Doctoral Programme in Electrical Engineering DP-ELEC</p>	Selections missing	40 - -
<p>⌵ Degree studies</p>	Selections missing	- -
<p>⌵ General research studies ELEC901-Y Other studies</p>	approval required	5-20 - -
<p>⌵ Research field studies</p>	Selections missing	- -
<p>⌵ Doctoral Thesis DP-ELEC-DISS Postgraduate studies</p>	Selections missing	0 - -
<p>⌵ Extracurricular studies</p>	optional selections	- -

Add to the plan (3)

DPSP/Sisu clinic: get help with your DPSP or Sisu

Tue 6.6. 13:30-15:00

Place: Q103, Väre, Otaniementie 14

# Tools & information for doctoral students

# (Some of) Aalto Information Systems for Doctoral Students

## Sisu

- [sisu.aalto.fi](https://sisu.aalto.fi)
- Sisu credit plan (study plan)
- Registration to courses & course descriptions
- Credits, ordering transcripts
- HELP: [sisu@aalto.fi](mailto:sisu@aalto.fi)

## My Studies

- [mystudies.aalto.fi](https://mystudies.aalto.fi)
- For storing your DPSP
- Checking your supervision information and booking appointments
- HELP: [mystudies@aalto.fi](mailto:mystudies@aalto.fi)

## ACRIS

- Internal: [acris.aalto.fi](https://acris.aalto.fi)
- Public: [research.aalto.fi](https://research.aalto.fi)
- Contains university's up-to-date research and artistic activity.
- Enter your research and artistic outputs
- HELP: [acris@aalto.fi](mailto:acris@aalto.fi)

## aalto.fi

- [aalto.fi/en/doctoral-education](https://aalto.fi/en/doctoral-education)
- Website for Aalto doctoral students, including study guides, instructions, application forms etc.

## My Courses

- [mycourses.aalto.fi](https://mycourses.aalto.fi)
- Course webpage: course syllabus & materials, course assignments
- HELP: [mycourses@aalto.fi](mailto:mycourses@aalto.fi)

## OILI

- <https://oili.csc.fi>
- Annual enrollment
- National system

## Turnitin

- Tool for enhancing skillful writing and preventing plagiarism
- <https://wiki.aalto.fi/display/turnitin/Turnitin+for+students>

# Aalto IT

- [aalto.fi/it](https://aalto.fi/it) – IT services and instructions
- [servicedesk@aalto.fi](mailto:servicedesk@aalto.fi) – send service request or ask a question
- <https://www.aalto.fi/en/services/it-services-for-research>
- <https://www.aalto.fi/en/services/microsoft-office-package-installation-on-students-and-employees-own-devices>
- <https://www.aalto.fi/en/services/printing-at-aalto-university>



# Stay connected

- **Use your Aalto email (security)**
  - (if you are a part-time student, you may also redirect your incoming 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>)
- **Note: you need your Aalto login for entering e.g. Sisu, MyStudies, Findocnet, MyCourses, certain information at aalto.fi etc.**
- **Mailing list for doctoral students: Aalto-doctoral-students@list.aalto.fi - doctoral students automatically joined; in addition some schools have own lists**
- **Doctoral Education Newsletter, published once per period**

From aalto.fi main Menu, click “For students” or “Research, art and education”, then click “Doctoral education”

or use direct link: [Doctoral education hub | Aalto University](#)



Services My profile

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**Tools**

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**For students**

- [Info for students](#)
- [Sisu](#)
- [MyCourses](#)
- [MyStudies](#)
- [Doctoral education](#)
- [Browse all courses](#)

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**Research, art and education**

- [About our research and art](#)
- [Information and services for teachers](#)
- [Research portal research.aalto.fi](#)
- [Doctoral education](#)

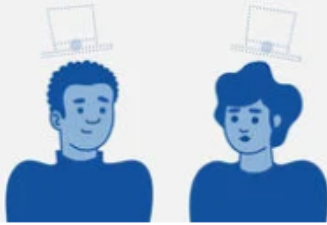


## Doctoral education

This hub is for all doctoral students, supervising professors and thesis advisors, as well as applicants and others interested in doctoral education at Aalto University. Here you will find instructions for doctoral studies and research, information on supervision and doctoral programmes, support for wellbeing and current news and events related to doctoral education.



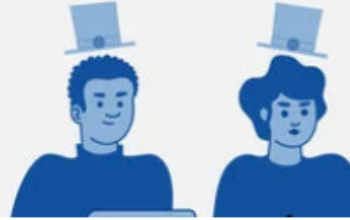
# Doctoral student study guide



## Beginning your doctoral studies

Doctoral students at the beginning of studies: information

Doctoral education



## During your doctoral studies

Doctoral students throughout their studies: information on thesis writing, research work,

Doctoral education



## Finalising your doctoral studies

Doctoral students at the end phases of studies: information on

Doctoral education

<https://www.aalto.fi/en/doctoral-education/doctoral-student-study-guide>

We welcome all feedback for the pages at [udes@aalto.fi](mailto:udes@aalto.fi).

# Doctoral student wellbeing and support



# Services and resources for doctoral students

The wellbeing of doctoral students and their ability to progress in their studies according to their plans is important to us.

**Aalto University offers support and services to boost your wellbeing and study skills**

**<https://www.aalto.fi/en/doctoral-education/doctoral-student-wellbeing-and-support>**



## Doctoral Q&A on Thursday mornings

Answers to your questions related to doctoral studies and chance to have a friendly chat

25.5.2023 9:15–10:00 | Events



## Study and career counselling psychologist services for doctoral students

The study and career counselling psychologists support doctoral students on their doctoral

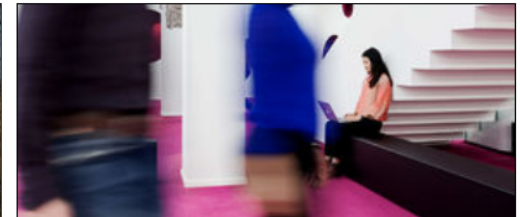
Study at Aalto



## Support for challenges during your doctoral studies

If you face difficult situations as a doctoral student, read about the support available and your possible

Doctoral education



## Ombudspersons for doctoral students

Confidential contact persons for doctoral students wishing to discuss with a professor with experience in academic practices

Doctoral education

# Roles in the support network of doctoral students

[Doctoral education hub | Aalto University](#)

[Supervision of Doctoral Students, AAC's Decision](#)

[Doctoral programmes - Studies - Into \(aalto.fi\)](#)

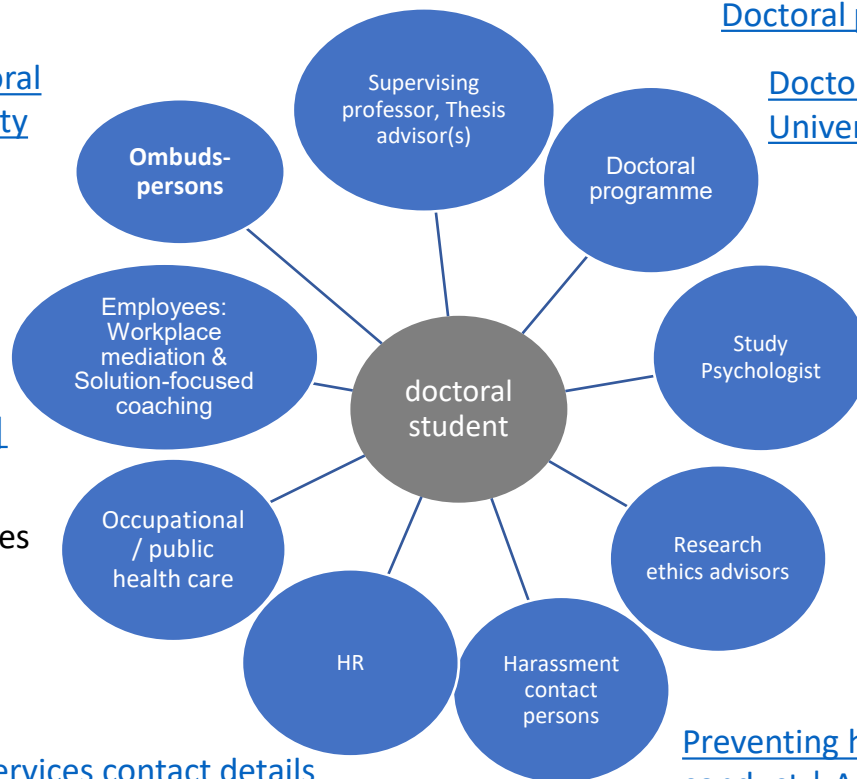
[Ombuds-person for doctoral students | Aalto University](#)

[Doctoral Education Services | Aalto University](#)

[Workplace Mediation for enhancing the cooperation in teams and solving conflicts | Aalto University](#)

[Solution-focused coaching to support your wellbeing at work | Aalto University](#)

[Terveystalo.com for employees Social and health services | espoo.fi](#) – if you live in Espoo



[Doctoral student well-being and welfare | Aalto University; PhD Pathfinder - Guiding you on your PhD journey \(mariatornroos.fi\)](#)

[Research Ethics and Research Integrity | Aalto University](#)

[Preventing harassment and inappropriate conduct | Aalto University](#)

[HR Services contact details | Aalto University](#)

# Aalto Code of Conduct

I Our responsibility for people

We want every community m...



II Our responsibility for sustainability

We are committed to advanci...



III Our responsibility to act ethically / part 1

Our teachers have the freed...



III Our responsibility to act ethically / part 2

We are committed to perform...



IV Our responsibility for assets

Aalto University accepts don...



V Our responsibility for information and data

We advance responsible and...



The Aalto University Code of Conduct contains the ‘fair play rules’ of our university community.

The Code helps us make ethically sound choices and gives practical examples of actions that are in line with our values.

<https://www.aalto.fi/en/aalto-university/code-of-conduct-values-into-practice>

# We encourage you to be active:

**Search for information**

**Make friends**

**Be part of Aalto community and Aallonhuiput ry**

**Keep your contacts**

**Enjoy Aalto possibilities**

**Stay in touch**

**Make Whatsapp/Telegram/other groups**



# Questions, comments, proposals?

## udes@aalto.fi

(+ School DES personnel)



aalto.fi



Aalto-yliopisto  
Aalto-universitetet  
Aalto University

# Tutor groups - mixed interdisciplinary groups

## Tutor pairs:

**Arttu, Atiullah, Marius**

**Diana, Kuldeep**

**Morteza, Mahshid**

**45 participants altogether  
(28 in tutor groups)**

**8 CHEM**

**11 ELEC**

**8 ENG**

**18 SCI**

**(ARTS & BIZ main intakes  
participate in the other  
orientations of the year)**