



26th June 2017

SUMMER LETTER: ACADEMIC YEAR 2017–2018 IN TEAK AND TUTKE

Welcome to the Performing Arts Research Centre, Tutke, to the Theater Academy and the University of the Arts Helsinki!

In the beginning of your doctoral studies, you are likely to get an information overload. This summer letter will give you a glimpse of a few practical matters that are good to know now that you are starting your doctoral studies.

You will not be alone at the Theatre Academy. Throughout your studies, you have many different places where you can get help and support if needed. Remember to be active, ask questions, and use the services available to you.

Changes in personnel in Tutke

- Doctor of Arts Laura Gröndahl** has been appointed to the post of part-time (50%) university lecturer in artistic research 1.8.2017–31.7.2021.
- Doctor of Arts (Theatre and Drama) Pilvi Porkola** has been appointed (invitation procedure) to the post of part-time (80%) Professor in Artistic Research 1.8.2017–31.7.2018.
- The updated list of the doctoral students' [Responsible Professors](#) has been added to Artsi as well as enclosed to this letter (enclosure 1).
- To help the new academic personnel's orientation **we ask all doctoral students to send an abstract of their current research plan, max. one page, by 15th August 2017** per e-mail to Laura, Pilvi as well as cc to Annika.

Enrolment to the University

- Every degree student is to **enrol in the university** every academic year either as present or absent
- In the academic year 2017-2018, the enrolment is to be done **before August 15th 2017**.

- New students enrol by** filling in and **returning the Student Registration Form** (enclosure 2) to Hannele Ylönen at the Services for Study and Research **via e-mail** (scanned and signed): teak.opintoneuvonta@uniarts.fi.
- Upcoming years the enrolment is done via WebOodi. **Should the student neglect to enrol by the deadline the student will forfeit her/his study right.** The student must then apply for reregistering.

University of the Arts Student Union Member fee for Doctoral Students

- Please remember that the University of the Arts Student Union (ArtSU) member fee is **voluntary** for doctoral students.
- Doctoral students are **not entitled** to use the services of the Finnish Students Health Service (FSHS, in Finnish YTHS) and are only entitled to **some of the discounts** that degree students get, which is why the membership fee is significantly lower for doctoral students.
- Paying the [membership fee](#) **entitles doctoral students** to use all of ArtSU's own services (grants, legal advice, Artist Directory, calendar etc.) and to order a student card, with which also doctoral students get discounts in student restaurants and many cultural facilities.
- All the student discounts and benefits offered by [Frank](#), which can allow you to save a lot of money, are also available for doctoral students that join the student union. Furthermore, the student union includes doctoral students in its interest advocacy work.
- In the academic year 2017–2017, the membership fees for the University of the Arts Student Union are as follows:
 - Doctoral student, for the whole academic year: €41,00 (20,50/semester; Finnish Student Health Services FSHS not included)
- More information can be found on the [Student Union's pages](#).

IT systems and user-ID

- Students will **automatically get their Uniarts user IDs** once they have been put on the student register. With the user ID, students can log into Uniarts online services and these services can be used on any computer.
- You will get your Uniarts user ID from Teak's IT services **during the ABCD for Artistic Researchers** (see below). Should you have a Finnish bank account you can acquire the user id as self-service at <https://salasana.uniarts.fi/> (net bank identification needed). **This is possible only once your enrolment to the university has been registered, i.e. in the beginning of August.**

Keys

- You will need a **key card** to access Teak's premises. You will receive the key during the *ABCD for Artistic Researchers*.
- One key is free of charge, but a new key replacing a lost one costs 50€.**

Starting the Academic Year

- On week 36, 6th – 8th September 2017** Tutke organizes the ***ABCD for Artistic Researchers for the newcomers***. This study unit is **obligatory** for the new Doctoral Students (programme attached, enclosure 3)!

- Tutke's Study Weeks start on week 37, 11th – 15th September 2017.**
- Officially** the academic year however begins on August 1st 2017 and ends on July 31st 2018.
- The University of the Arts Helsinki's **Academic Year's Opening Ceremonies** will be held on **Friday September 1st 2017, at 3 pm** at the Music Hall Concert Hall, with a toast afterwards in the Green Room and different programmes in the concert halls downstairs.

Information on Studying

- More detailed info on Tutke's curriculum for the academic year 2017–2018 is available on Uniarts.fi [Tutke-pages](#).

- Glossary for planning your studies:**

- Degree requirements =**

- Describe the studies [required in a degree](#) and offer the doctoral student information about the Study Modules and the learning outcomes.

- [Choose the *Studies* menu from the black ribbon on the top and then *Degree requirements* from the lilac/blue "accordion".]

- Curriculum and Schedule =**

- Studies offered [each academic year](#) as well as the up-to-date information about specific courses with information on their schedule and class rooms.

- [Choose the *Studies* menu from the black ribbon on the top and then *Curriculum for the Academic Year 2017–2018 and enrolling* from the lilac/blue "accordion".]

- The **quickest route** to Tutke's curriculum for the academic year 2017-2018 is the [study guide](#) in WebOodi.

- Information on courses in the other Degree Programmes as well as the Joint Studies at the University of the Arts Helsinki is available at [Uniarts-pages](#).

- Signing up for [TeaK's joint studies in August](#) (BA- and MA-courses) has already ended. For more information on the possible cancellations, please contact: minttu.aalto@uniarts.fi.

- During the study unit *ABCD for Artistic Researchers*, you will receive more info on the different communication channels regarding Study Information:
 - Intranet of the University of the Arts Helsinki - [Artsi](#)
 - [WebOodi](#)
 - Via email (Uniarts Webmail)
 - Asio* student schedules, which can be downloaded to phones and tablets

Signing up for Teaching

- You don't need to worry about signing up at this stage.** You will be informed on how to sign up during the introduction days, i.e. the *ABCD for Artistic Researchers*. You will be guided through the practices.
- It is important to sign up for the courses. The Doctoral student signs **up to all seminars by using WebOodi!**

Personal Study Plan (PSP/HOPS)

- You will receive more info on the PSP practices and the e-PSP –system during the introduction days, i.e. the *ABCD for Artistic Researchers*. The basic facts are listed below.**
- Every doctoral student has to compile a **personal study plan (PSP/HOPS)**. This is done in WebOodi, where, with the help of the degree requirement and the annual syllabus, a doctoral student compiles an **electronic study plan (ePSP/sHOPS)**.
- PSP's starting point is to **complete the studies, which are part of the degree, in a certain order within the limits of the degree structure**. You can use ePSP on [WebOodi](#) via the *PSP* menu. Guidelines for Doctoral students on making the individual study plan can be found on the starting pages on WebOodi **prior to signing up**.
- After the compiling of the ePSP the Doctoral student her/himself books a time for a PSP-discussion with the contact professor at Tutke.
- Why do I have to do a personal study plan (PSP)?**
 - ePSP offers the doctoral student a medium to familiarise her/himself with her/his degree, to plan the studies included in the degree, and to schedule them.
 - Both the planned and completed studies can be seen in ePSP, which makes it easier to follow the realisation of PSP.
 - The signing up for tuition will be done via WebOodi and it is based on the ePSP choices. Students sign up separately for autumn and spring terms.
 - A doctoral student, who does not have an approved personal study plan, cannot apply for travel or production grants.

Counselling during the summer

- Tutke as well as the Study Services Staff, e.g. study affairs coordinator and research coordinator, are on summer vacation **from July to mid-August**.
- TeaK is entirely closed on 8th- 24th July 2017

Warmly welcome to start your Doctoral Studies in Tutke!

But before that - we want to wish you an enjoyable and relaxing summer,

Tutke and Study Services Staff

RESPONSIBLE PROFESSOR AT TUTKE PER DOCTORAL STUDENT

	Doctoral student	Responsible Professor: Pilvi Porkola	Responsible Professor: Leena Rouhiainen
1	Bredenberg Mikko	X	
2	Colliander Tuire		X
3	Condit Outi		X
4	Elo Julius		X
5	Eriksson Mikael	X	
6	Goria Gabriele		X
7	Haapala Sami		X
8	Hannula Saara		X
9	Hug Joa		X
10	Huopaniemi Otso	X	
11	Jaakonaho Liisa		X
12	Jalkanen Tiina		X
13	Jänicke Tuuja	X	
14	Kauppinen Jari	X	
15	Kautto Otso	X	
16	Kellokumpu Simo		X
17	Khalil Rania	X	
18	Kucia Karolina	X	
19	Laitinen Tuomas		X
20	Mc Alester Katarina		X
21	McBride Max	X	
22	Mäkinen Mirva		X
23	Numminen Katariina	X	
24	Nykyri Antti		X
25	Orpana Mikko		X
26	Parviainen Pessi	X	
27	(Pietiläinen Laura)	X	
28	Roumagnac Vincent	X	
29	Rusi-Pyykönen Mari		X
30	Saastamoinen Riku		X
31	Salminen Maaret	X	
32	Siren Eero	X	
33	Unmüssig Jana		X
34	Valkeemäki Anita		X



STUDENT REGISTRATION FORM

* Instructions on the other side

1. PERSONAL DATA

Last name, first names, underline your calling name		Date of birth (and Finnish ID-number if applicable)
Address during the academic year		
Student number (if applicable)	Telephone	E-mail *

2. STUDY DATA

Academy:	<input type="checkbox"/> Academy of Fine Arts	<input type="checkbox"/> Sibelius Academy	<input type="checkbox"/> Theatre Academy		
Target degree:	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Bachelor's and Master's	<input type="checkbox"/> Master's	<input type="checkbox"/> Licentiate's	<input type="checkbox"/> Doctor's
Degree Programme/ Field of Study *:		Year of admission :			
<input type="checkbox"/> Other study right, which*:					

3. PERMISSION TO GIVE OUT CONTACT INFORMATION

<input type="checkbox"/> I allow my contact information to be given for study related matters
<input type="checkbox"/> I don't allow my contact information to be given
<input type="checkbox"/> Secret address <input type="checkbox"/> Secret telephone number

4. REGISTRATION *

Autumn term 20____	<input type="checkbox"/> attending	<input type="checkbox"/> absent (non-attending)	Spring term 20____	<input type="checkbox"/> attending	<input type="checkbox"/> absent (non-attending)
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5. STUDIES ELSEWHERE (to be filled only by degree students)

Did you study as an exchange student last academic year?
University _____ Time _____
Exchange programme: Erasmus/Nordplus/Other, which _____
Are you studying towards a degree at another university/university of applied sciences at the moment?
University, target degree, year of admission: _____

6. INFORMATION ABOUT NEW STUDENTS (to be filled out by new students only)

Sex	Nationality	Mother tongue	Language of communication
			<input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English
Place of birth (country, town)		Present home town (if in Finland)	
Home address (only if it's other than your address during the academic year)			
Prior university degrees (name of the degree, institution and year of completion)			
Previous art studies, fill the name of the school and study years (this question is only for the students of the Academy of Fine Arts)			

INSTRUCTIONS:

1. Personal data:

- All emails concerning studies will be sent out to @uniarts email addresses to all degree students. The @uniarts address will also be saved in WebOodi. In case you wish to use some other email address, please take care of the redirection of the emails yourself.

2. Study data

- If you aren't a degree student, please choose "Other study right". Other study rights are e.g. exchange studies, JOO studies, separate studies, Sibelius Academy Junior Academy studies.
- If you are an exchange student or a JOO student, please write also the name of your home institution.
- Students of the Academy of Fine Arts shall write the name of their field of study.

3. Permission to give out contact information

- You can update the permissions also in WebOodi.

4. Registration

- Students have the right to be absent during the first study year only due to statutory reasons such as military and non-military service, maternity, paternity or parental leave, own illness or injury.
- The duration of studies is limited for all students who have been granted a right to study on 1 August 2005 or thereafter (Universities Act). Read more in Artsi: Studying > Regulations on studies > Right to Study.

5. Studies elsewhere

- Fill this only if you have studied/are simultaneously studying at another university.

6. Information about new students

- Fill this only if you are a new student

TO BE FILLED BY ADMINISTRATION

Ylioppilaskunnan jäsenmaksu suoritettu koko lukuvuodelta yhdeltä lukukaudelta

Tarkistus koskee läsnäolevaksi ilmoittautuvia perusopiskelijoita sekä ylioppilaskuntaan liittyneitä jatko-opiskelijoita ja vaihto-opiskelijoita.

Lomake vastaanotettu ____ / ____ 20__ Vastaanottaja: _____

ABCD for Artistic Researchers

Date: Wednesday, September 6 2017
Time: 9.00–18.00
Place: 9.00-16.15: Room 531, 5th Floor
 16.15-18.00: Researchers' sanctum

Time	Contents	Introducer
9.00–11.00	<p><u>Presentation of Tutke</u></p> <ol style="list-style-type: none"> Welcome and introduction (coffee) Tutke's purpose, mission, vision and strategy. 	<ol style="list-style-type: none"> Tutke Staff Leena Rouhiainen, Professor in Artistic Research and Pilvi Porkola, Professor in Artistic Research
11.00–12.00	LUNCH	
12.00–14.00	<p><u>Tutke's practices</u></p> <ol style="list-style-type: none"> Tutke guide Tutke on Artsi and Uniarts websites Degree structure, doctoral degrees' decree regulations and degree requirements. → <i>Students are asked to read the documents in advance and prepare two questions.</i> Personal study plan, Curriculum 2017–2018, Tutke professors, Supervisors & supervision commitment, Feedback 	<ol style="list-style-type: none"> Kirsi Heimonen, Post doc Researcher Elina Raitasalo, Academic Affairs Coordinator Annika Fredriksson, Research Coordinator and Laura Gröndahl University Lecturer in Performing Arts Annika Fredriksson
14.00–14.30	Coffee break	
14.30–16.15	<p><u>Tutke in TeaK, practicalities, part 1</u></p> <ol style="list-style-type: none"> Info on library Presentation of the Training Theatre, Opte 	<ol style="list-style-type: none"> Jenni Mikkonen, Head of Information Services Jyri Pulkkinen, Head of Training Theatre and Maria Kaihovirta, Producer
16.15-18.00	Welcome toast at the researchers' sanctum	

Date: Thursday, September 7 2017
Time: 9.30–16.00
Place: 9.30–10.45 and 12.30-16.00: Room 531, 5th Floor
10.45–11.45: Room 421, 4th Floor

Time	Contents	Introducer
9.30–10.30	<u>Tutke in TeaK, practicalities, part 2</u> 1. Tutke Guide 2. Artsi & Uniarts websites 3. How to apply for doctoral researcher's room at Tutke?	1. Kirsi Heimonen 2. Elina Raitasalo 3. Annika Fredriksson
10.30-10.45	<i>Break</i>	
10.45-11.45	<u>Tutke in TeaK, practicalities, part 3</u> 4. Information channels and practices in Uniarts and TeaK 5. IT-services 6. Web-Oodi	4. Auli Karra, Communications Officer 5. Marja Malinen, Head of IT-services 6. Annika Fredriksson
11.45–12.30	LUNCH	
12.30–14.00	<u>Tools for doctoral candidates, part 1</u> 1. Research plan The relationship between the artistic and practical parts of the artistic research. Documentation (interviews, diaries, video, camera, websites)	1. Hanna Järvinen University Lecturer in Performing Arts and Laura Gröndahl
14.00–14.30	<i>Break</i>	
14.30–16.00	<u>Tools for doctoral candidates, part 2</u> 1. Funding doctoral studies: how to apply for funding. CV 2. Duties of doctoral candidates 3. Tutke Guide	1. Hanna Järvinen and Laura Gröndahl 2. Kirsi Heimonen 3. Kirsi Heimonen

Date: Friday, September 8 2017
Time: 10.00–11.30
Place: Room 531, 5th Floor

Time	Contents	Moderator
9.30-11.30	<u>Practical demonstrations of research work</u> Presented by the doctoral candidates Simo Kellokumpu and Pessi Parviainen	Leena Rouhiainen and Pilvi Porkola
11.30-	LUNCH	