

## AALTO UNIVERSITY RESEARCH ASSESSMENT EXERCISE 2008-2009

Document: Instructions for Mapping the Staff at the Units of Assessment  
(TKK only: Also for correcting Publication and Other Scientific Activity information)

Processor: Unit Contact Person

Language: Due to the international nature of the Aalto University Research Assessment Exercise, the language of the Assessment Exercise – including all the forms and other submissions by the Units of Assessment – is **English**.

Actions Required from the Unit Contact Person:

1. Complete the Mapping of Staff Form.
2. Coordinate the completion of the Identifier Forms
3. Submit the completed Mapping of Staff Form and all the completed Identifier Forms electronically as instructed by your University Assessment Coordinator by **5<sup>th</sup> December 2008**.
4. **TKK only:** In addition to 1-3, distribute the two correction forms (Publication Correction Form and Other Scientific Activity Correction Form) to all members of the Research Active Staff, coordinate the completion of the forms and submit all the completed correction forms electronically as instructed by your University Assessment Coordinator (Anita Rautamäki) by **23<sup>rd</sup> December 2008**.

**The University Assessment Coordinators shall give detailed instructions on the method of submitting the materials electronically as soon as possible. Please do not send the materials via email unless instructed to do so.**

For further instructions, please contact your University Assessment Coordinator, who can provide e.g. the list of the Unit's staff on 1 October 2008.

This document instructs the completion of the Mapping of Staff Form and the Identifier Forms (TKK only: and the two corrections forms) to be completed by the Unit Contact Person.

**Mapping of Staff Form:** Please list the names and other requested information of the members of the Research Active Staff (and the number of non-research staff belonging to the different categories) that were working (or were holding a position) at the Unit of Assessment on the Assessment Census Date of **1<sup>st</sup> October 2008** by filling in the Mapping of Staff Form. Submit the completed Mapping of Staff Form electronically as instructed by your University Assessment Coordinator by 5 December 2008. Instructions on how the research active staff is to be divided into different categories can be found in the "Definitions" section below.

**Identifier Form:** Please distribute a copy of the Identifier Form to each member of the Unit's Research Active Staff, coordinate the completion of the forms, and submit all the completed Identifier Forms electronically as instructed by your University Assessment Coordinator by 5

University Assessment Coordinators:

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December 2008. Instructions for filling in the Identifier Forms are included in the Identifier Forms.

**TKK only: Publication Correction Form and Other Scientific Activity Correction Form:**

Please distribute a copy of both forms to each member of the Unit's Research Active Staff and coordinate the completion of the forms. The forms instruct the researchers to check their publication and other scientific activity data, and to report possible errors and missing information on the correction forms. Please send all the correction forms your University Assessment Coordinator by 23 December 2008. Instructions for filling in the forms are included in the forms.

### Definitions

**Assessment Period.** The period from 1 January 2003 to 31 December 2008. The research described in all the submissions, including publication information, self-assessment forms, other research activity forms, etc. must relate to this period only.

**Census Date 1<sup>st</sup> October 2008.** The date determining the affiliation of the staff to a particular Unit of Assessment, regardless of the previous or forthcoming changes in the affiliation of these individuals. The Unit must list all and only those individuals who were working full-time at the Unit on the Census Date of 1<sup>st</sup> October 2008 on the Mapping of Staff Form. The only exceptions to this rule are the following:

- Also individuals who were officially holding a research position at the Unit on the Census Date, but were on a leave of absence / parental leave / military service on the Census Date, must be listed in the Research Active Staff in accordance with the position in question (unless they were holding another position at the same Unit on the Census Date, in which case they are listed in accordance with the position they in fact occupied on the Census Date). In general, acting or deputy holders of research positions must be listed in accordance with the position they occupied on the Census Date.
- Should the Unit so wish, Visiting Scholars and research personnel with part-time contracts may be counted as belonging to the Research Active Staff if the individuals in question have a contract with the Unit on the Census Date such that (a) the contract is at least a 1-year contract and (b) the contract compels the individual in question to devote at least 50% of his/her working time to working at the Unit.

In the further phases of the Aalto University Research Assessment Exercise, a Unit of Assessment must submit evidence of research achievements from the Assessment Period of all and only those individuals that are listed in the Mapping of Staff Form as belonging to the Research Active Staff at the Unit on the Census Date of 1<sup>st</sup> October 2008.

### Research Active Staff (tutkimusaktiivinen henkilökunta)

- **Senior Research Staff**

A member of the research active staff belongs to the *Senior* Research Staff if s/he (a) holds a senior research position at the Unit (*either* as the permanent holder of the position *or* as an acting or temporary holder of the position (viranhaltijana tai sijaisena)) regardless of the academic degree of the holder

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and/or

(b) is working in some research position at the Unit and has been awarded a doctoral degree before the year 2003, regardless of the position.

Senior Research Positions are:

- Professors (professorit)
- Academy Professors (akatemiaprofessorit)
- FiDiPro Professors
- Academy Research Fellows (akatemiatutkijat)

- **Post-Doctoral Research Staff**

A person affiliated with the Unit belongs to the *Post-Doctoral* Research Staff if s/he

(a) has been awarded a doctoral degree after the year 2002

and

(b) is affiliated with the Unit as a full-time researcher, doctoral assistant or equivalent and/or receives research funding from some other source than another university or research institute

and

(c) does not belong to the Senior Research Staff in virtue of the position s/he is holding on the Census Date of 1 October 2008.

Typical Post-Doctoral Positions include:

- Post-Doctoral Research Fellows (tutkijatohtorit)
- Doctoral Assistants (tohtoriassistentit)
- Researchers with doctoral degrees (tutkijat, joilla tohtorintutkinto suoritettuina)
- Assistants with doctoral degrees (assistentit, joilla tohtorintutkinto suoritettuina)
- Doctors working at the Unit with private funding (personal grants from foundations etc.)

- **Other Research Staff**

A person affiliated with the Unit belongs to *Other* Research Staff if s/he

(a) does not have a doctoral degree

and

(b) is not pursuing doctoral studies at the Unit on full-time basis (20h or more per week)

and

(c) is affiliated with the Unit as a full-time researcher, assistant or equivalent and/or receives research funding from some other source than another university or research institute

and

(d) does not belong to the Senior Research Staff in virtue of the position s/he is holding on the Census Date of 1 October 2008.

Typical Other Research Positions include:

- Researchers without a doctoral degree and not pursuing doctoral studies at the Unit on full-time basis

- Assistants without a doctoral degree and not pursuing doctoral studies at the Unit on full-time basis

- **Doctoral Students**

A person affiliated with the Unit belongs to the category Doctoral Students if s/he pursues doctoral studies at the Unit as a full-time doctoral student (and does not belong to the Senior Research Staff in virtue of the position s/he is holding on the Census Date of 1 October 2008), regardless of the source of the person's funding, thus including:

- Doctoral Students in the Academy of Finland Graduate Schools Doctoral Students in Research Projects
- Doctoral Students hired by the university full-time to do doctoral research or who receive research funding for full-time doctoral research at the Unit from some other source (grants from private foundations, personal savings, etc).

All the individuals who work full-time at the Unit and whose work-description includes a research element must be counted in the research active staff.

### Non-Research Staff

Individuals affiliated full-time with the Unit, but whose work does not include a research element belong to the Non-Research Staff (the Unit may, should it so wish, include members of non-research staff in the Research Active Staff if they in fact contribute to the research activities of the Unit).

- **Teaching Staff.** Teachers who are not members of the Research Active Staff, e.g. Lecturers (lehtorit) as well as Artistic (rather than Research) Professors.
- **Technical Support Staff** such as Research Assistants and Laboratory Engineers (Opetuksen ja tutkimuksen tukihenkilökunta, esim. tutkimusavustajat ja laboratorioinsinöörit.)
- **Administrative Staff** such as departmental secretaries, administrators, library staff, IT support personnel and porters (Hallintohenkilökunta, esim. laitoksen sihteerit, amanuenssit, kirjastohenkilökunta, ATK-tukihenkilöt ja vahti- ja virastomestarit.)

**Member of the Unit Since.** The date the individual in question joined the Unit as a member of the Research Active Staff for the first time, not necessarily in the current position (TKK only: Joined the TKK in general as a member of the Research Active Staff).

**Expiry Date.** The date on which the contract relating to the position the individual in question occupied on the Census Date (and in accordance with which the individual is listed as belonging to the Research Active Staff) terminates.

**Highest Academic Degree and Awarding University.** The standard English translation of the (abbreviation of the) highest academic degree and the name of the awarding university (in case of a Finnish University, please use the standard abbreviation: HY, JY, OY, JoY, KY, TY, TaY, ÅA, VY, LY, TKK, TTY, LTY, HSE, SHH, TuKKK, TaiK, SibA, TeaK, KuvA).