



1.6.2014

The rules of procedure at the Department of Computer Science

According to paragraph 7 of the ordinance of the University of Helsinki, the Rector's office and the university services work with the chancellery and the faculty and department administrative teams to manage the administration of the university, support operative bodies and directors in their work, and create such conditions for the work of the university that the teaching and research staff may carry out the basic mission of the university successfully. Each department may determine the internal structure, duties, and collaboration of their administrative teams in more detail in their rules of procedure.

1. General

The basic duties of the Department of Computer Science are scientific research, and teaching based on the research. Further, the department strives to impact social development through its research and teaching, as well as the expertise gained through them. The department operations are divided into teaching and research according to sub-programmes, research groups and projects, as well as administrative services in support of them all. The department is led by the department council and the head of the department. They are assisted by a steering committee, comprising the head and the persons in charge of the primary operations of the department, in strategic planning work.

The research and teaching at the department are concentrated to four sub-programmes, algorithmic bio-informatics, algorithms, data analysis and machine learning, networks and services, and software systems.

From the start of 2014, most of the postgraduate education of the department is organised by the Doctoral Programme in Computer Science (DoCS), part of the doctoral school in natural sciences at the University of Helsinki. Previously, postgraduate education was organised within the national postgraduate schools Hecse, FICS, FIGS, and SoSE. The department participates in three national Finnish Academy centres of excellence: the centre of excellence in cancer genetics research (2012-2017), the inversion problems centre of excellence (2012-2017), and the national centre of excellence for computational inference (2012-2017). The Algorithmic Data Analysis centre of excellence, coordinated by the department, ended in

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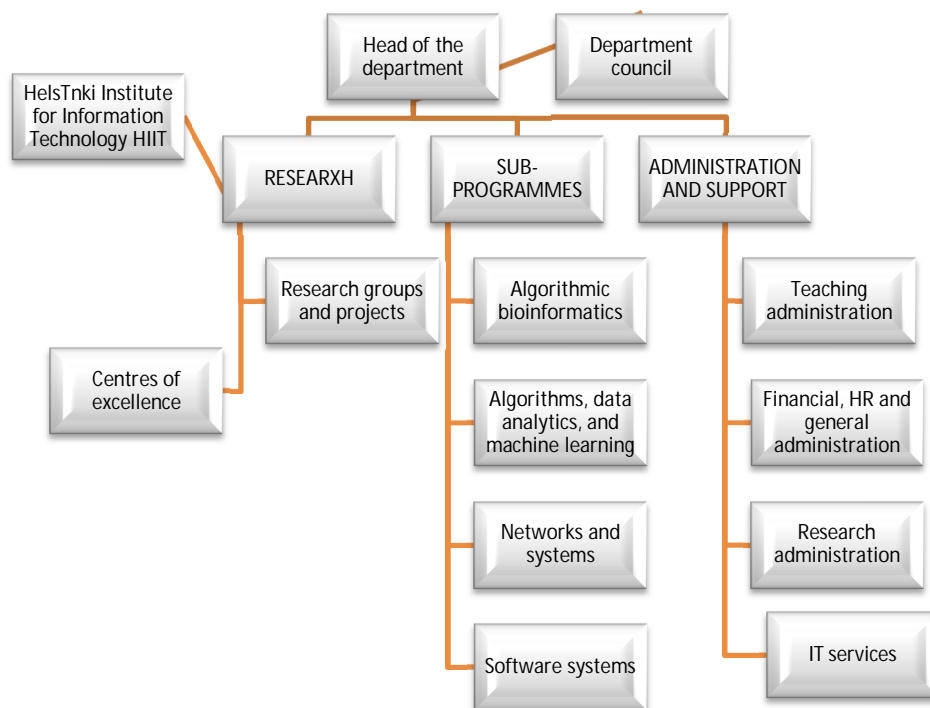
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2013, but is still receiving funding from the faculty in 2014-2015. Furthermore, HIIT, Helsinki Institute for Information Technology, a joint research institute for the University of Helsinki and Aalto University, operates at the department.

The department office is in charge of administrative services. It is the responsibility of the department office to prepare, present, implement and spread information about the duties within the remit of the department council and the heads of the department, in accordance with the principles described in these rules of procedure.

2. Organisation



3. Department council

Paragraph 11 in the ordinance of the University of Helsinki regulates department councils. Department councils are multi-member administrative bodies at the departments, in which the heads act as chairperson. The department councils elect their vice-chair among council members. Under the leadership of the head, the department council improves the department operations as a part of the university in accordance with the financial aims, the university strategy, the action plan of the faculty, and the strategy of the department.

According to the ordinance, the duties of the department council specifically include:

- 1) improving the research and teaching at the department while assuring their quality;
- 2) select a head for the department and present the choice for the approval of the dean;



- 3) process the department's action plan, including the HR plan and financial assessment;
- 4) decide about dividing the department into units, laboratories, and disciplines, if the faculty council has transferred this power of decision to the department council;
- 5) make proposals of degree requirements to the faculty council;
- 6) approve the department's syllabus and theses, if the faculty council has transferred the approval of theses to the department council;
- 7) make proposals on the number of new undergraduates to the faculty council;
- 8) process the appointment of professors as stipulated in chapter 10 of the ordinance;
- 9) promote the cooperation and spreading of information among those working and studying at the department, and
- 10) solve any issues with far-reaching impact or of fundamental significance that belong to the remit of the head of the department, which the head has brought to the table of the department council.

The mandate of the department council lasts for four years; however, student members are elected for two-year terms.

In addition to the head, the council of the Department of Computer Science includes 9 members and their deputies. The members and deputies for the department council are elected as follows:

- 1) one third is elected from and by the professors of the department;
- 2) one third is elected from and by departmental research and teaching staff who are not professors, and
- 3) one third is elected by the student union from students at the department.

Among the members and deputies elected by the staff mentioned in point 2 above, at least one out of three members and deputies must be teaching or research staff, and at least one out of three members and deputies must be other staff.

In addition to the above-mentioned council members, extra-departmental members may be invited to the council for the whole of its term, as approved by the dean based on a proposal by the council. The election ordinance of the University of Helsinki gives more detailed regulations for how the members and deputy members of department councils should be elected.

4. Head of department

According to paragraph 30 of the UH ordinance, the department is led by a head, who is elected for four years at a time. The head of the department will lead and follow up on the work of the department, being in charge of the general work, the HR administration and its implementation according to the university's staff policy, and the department's finances.



The head of the department makes the decisions on internal department issues, unless they are stipulated to be part of someone else's duties.

According to the ordinance, the duties of the head of the department specifically include:

- 1) developing the teaching and research at the department in cooperation with the professors, teaching and research staff, and students of the department;
- 2) being responsible for the effective and fruitful work of the department;
- 3) making sure that the principles noted in paragraph 1 of this ordinance are realized in the work of the department;
- 4) being in charge of the preparation of the department's teaching programme and appointing the people in charge of each subject;
- 5) acting as director of the department staff;
- 6) preparing the department's action plan and the HR and financial plans included therein, and present them to the dean for approval; and
- 7) deciding on which research groups or teaching or research projects to approve for the department and confirming for each research group, project, or network a manager, whose duty it is to be responsible for the research and finances, negotiate the infra-structure needed for the research with the head of the department, and to ensure that the research group participates in teaching.

The department may have one or more vice-heads. After hearing the department council, the head of the department makes the decision on how many vice-heads the department needs, what their duties will be, how they will be elected, and how they will act as stand-in for the head. The heads of the department and the division of duties between them has been described in Appendix 1.

5. Administration of teaching

The duties of the teaching administration at the department include student admissions, compiling the study guide and teaching programme, organising the instruction, organising exams, booking lecture halls, international student exchange, administering the JOO programme, organising traineeships for students, transferring credits earned elsewhere for courses or work experience, student counselling, tutoring (HOPS), processing MSc thesis stipends, and general issues concerning degree requirements and their reworking.

The teaching administration is led by a head of studies appointed from the teaching staff at the department. The head of studies is supported by a planner (of courses), an amanuensis, and the student counsellors. The division of duties within the teaching administration team has been described in Appendix 2.

6. Administration of finances



The administration of finances is responsible for budgeting, follow-up of the department finances, allocation of working hours, and processing of purchase invoices (basic funding). For external funding, the follow-up, purchase invoices, travel invoices, guidance for travelers, and invoicing of receivables are handled by the bursar's financial services in cooperation with the department's financial administration. The operative work of the financial administration is headed by the office manager. The financial administration duties are carried out by a financial and HR secretary, a planning secretary, a planner and an amanuensis. The division of duties has been described in Appendix 3.

The head of the department is responsible for the department finances. According to paragraph 22 of the financial ordinance of the UH (12.10.2011), "the head of a fiscally responsible unit may decide on expenditures of up to 500,000 Euros within the framework of available funding."

These rules of procedure stipulate that the principal investigators of projects on external funding will make the decisions on the expenditures of their projects and approve their project expenses. However, the personal project expenditures of the principal investigators will be approved by the head of the department.

7. Staff administration

The duties of the staff administration team include employment contracts, international human resources, working abroad, staff training, equality, wellbeing at work, health and safety, occupational health, induction to the workplace, and general information about employment issues.

The staff administration is led by the office manager. The staff administration duties are carried out by a financial and HR secretary, a planning secretary, planners, and an amanuensis. The division of duties has been described in Appendix 3. Appointed immediate supervisors are in charge of the planning and development talks (reviews) that are pivotal to the planning and follow-up of the department work, as well as to the improvement of the work environment and staff structure.

8. Research administration

The duties of the department's research administration include coordination of research contracts and funding, archiving of research contracts and documents that are to remain at the department, consultation on research funding, maintenance of the research databases (TUHAT), and reporting. In addition, the research coordinator, who is in charge of the research administration, coordinates doctoral education, acts as secretary for the steering committee of the doctoral programme in computer science, monitors the progress of post-graduate students, and participates in various networks of doctoral education. The research coordinator acts in close collaboration with the office manager and the centralised research services.

The head of the department makes the decision on receiving external research funding to the department. According to the financial ordinance of the university, "national and inter-



national offers and contracts for external funding will be approved and signed by the head of a fiscally responsible unit on proposal. The head of a fiscally responsible unit may delegate the decision on offers and contracts of less than 50,000 Euros to others. Contracts for external funding will be prepared in collaboration between the rector's office and the department in question. The principal investigator or other person in charge will commit to the contract with their signature." If the research project is carried out in HIIT (H5233), the project should also have the approval of the director of HIIT.

These rules of procedure stipulate that research contracts at the Department of Computer Science, regardless of value, shall be approved and signed by the head of the department on the proposal of the research coordinator or office manager. The principal investigator of each project shall commit to their contracts with their signatures.

The bursar's financial service centre and the centralised research services are in charge of guidance on research contracts and administering decisions on allocated funds, application counselling, archiving research documents (filing contracts in the contract register), and the financial administration of research projects (budgeting, follow-up, invoicing, and reporting).

9. General administration

The general administration of the department is in charge of small acquisitions, facilities, the department archive, language and translation services, information and PR, and reporting.

The general administration is led by the office manager at the department, and it is carried out by a financial and HR secretary, a planning secretary, planners, and amanuensis, and a translator. The general administration division of duties has been described in Appendix 3.

10. IT services

The IT team, led by the IT manager of the department, is in charge of acquisitions, development, and maintenance of the computing infra-structure (hardware and software) at the department. There are four IT specialists and an IT designer in the IT team. The division of duties among the IT team has been described in Appendix 4. The IT team of the department works in close collaboration with corresponding staff in HIIT.

11. Presenting officials



According to paragraph 22 of the University of Helsinki ordinance, the heads of departments and separate units make their decisions based on presentations.

The ordinance stipulates that the presentation process should also be employed in the decision-making of the department councils and steering committees. If something is being processed because an administrative body is being heard, or because people want to discuss it, the presentation process is not necessary. The presentation process is not employed for evaluating credits. The university board has given more detailed rules on the duties and responsibilities of presenting officials and the presentation process.

According to paragraph 23 of the Helsinki University ordinance, the presenting official and the person in charge of the matter at hand will make sure that the decisions are carried out.

The presenting officials of the department and their deputies are listed in Appendix 5. The head of the department can appoint other employees to be presenting officials, e.g. for filling vacancies.

12. Cooperation, university rules and regulations to be followed in the office

The department follows the rules in the Cooperation Act (334/2007) and the university ordinances, rules, and regulations. In addition, the department administration follows the strategy and HR plan for the Department of Computer Science negotiated by the department council and approved by the faculty dean.

The department holds a general assembly every term and 1-3 other gatherings for the whole staff per term (monthly meeting/morning coffee), where the staff is informed about current issues. The professors of the department meet 1-3 times per term, and the steering committee consisting of the administrative managers and the professors in charge of the sub-programmes meets every three weeks.

13. Taskforces at the department

The following taskforces are active at the department: the department steering committee, the steering committee for the DoCS doctoral programme, the taskforce for improving teaching, and the wellbeing-at-work taskforce. The head of the department appoints the members of these committees, as well as those of other taskforces at the department. The line-up of the committees, as well as other committee memberships of department staff, are listed on the department's website at: <http://www.cs.helsinki.fi/node/60110>.

14. Coming into force

These rules of procedure for the Department of Computer Science will replace the previous rules of procedure, and will remain in force until further notice.



Helsinki, 1 June 2014

Jukka Paakki
Head of the department

Tiina Väisänen
Office manager

Appendices

Appendix 1. Heads of the department

Appendix 2. Division of duties among teaching administration

Appendix 3. Division of duties among financial, HR, research and general administration

Appendix 4. Division of duties among IT services

Appendix 5. Presenting officials and their deputies at the department

Appendix 6. Taskforces at the department



1.6.2014

Governance of the Department of Computer Science

Head and vice-heads of the department 2014-2017 Head of the department: Jukka Paakki

Responsibilities: teaching and overall responsibility for the department

First vice-head of the department: Jyrki Kivinen

Responsibilities: internal communications and website at the department, societal interaction

Second vice-head of the department: Sasu Tarkoma

Responsibilities: coordination of research and science communications

Professors in charge of sub-programmes at the department

- 1) algorithmic bioinformatics: Mikko Koivisto
- 2) algorithms, data analytics and machine learning: Jyrki Kivinen
- 3) networks and services: Sasu Tarkoma
- 4) software systems: Tomi Männistö

Department council (1 Jan 2014-31 Dec 2017)

Members

Jukka Paakki (chair)

Jussi Kangasharju

Jyrki Kivinen (deputy chair)

Tomi Männistö

Teija Kujala

Tiina Niklander

Ella Peltonen

Thomas Tontchev

Johannes Verwijnen

Paula Lehtola

Deputies

Sasu Tarkoma

Aapo Hyvärinen

Veli Mäkinen

Jani Jaakkola

Antti-Pekka Tuovinen

Pirjo Moen

Tero Keinänen

Juho Esselström

Kati Kyllönen

Duties of the teaching administration						
Duty/task	continuous	unique	head of studies	planner	amanuensis	other
teaching arrangements	x		x	x		
editing of study guide		once/2 yrs	x			
updating study web pages	x		x	x		
updating operations manual	x		x			
coordinating teaching programme		once/yr	x			resp.prof.
times and other details in teaching programme		once/yr	(x)	x		
preparing degree requirements		once/2 yrs	x			
interpreting degree requirements	x		x			resp.prof.
student counselling	x		x	(x)	(x)	student counsellors, HOPS tutors
development of teaching	x		x			taskforce
approval of study plans (incl. Etappi)	x		x	x	x	student counsellors, HOPS tutors
school cooperation	x		x			Linkki centre
research sub-programme	x					Roos
recognition of credits	x		x	x		
JOO students (leaving)	x		x			
JOO students (arriving)	x					Kivinen
intntl student exchange (agreement, approvals)	x	x	(x)			Lokki
intntl student exchange (counselling)	x					Lokki
intntl teacher exchange	x	x	(x)			Lokki
BSc-level study module registration	x		x			
MSc-level study module registration	x		x			Kivinen, Mäkinen
method sciences module registration	x					Lokki
credits registration	x		x	x		
maintenance of teaching data systems	x	when necessary		x		Laine
approving IT work experience	x		x			
MSc thesis grants	x		x			
equivalence certificates from teachers	x		x			

course statistics and other analytics	x		x	(x)	(x)	faculty
proccsing fraud		x	x			(head of department)
faculty contacts (e.g. OAT)	x		x			
Open University contacts		once/ yr	x	x		
traineeships		once/yr			x	
keys for students	x				x	
exam arrangements	x			x		
exam supervision arrangements	x			x		
recruitment of part-time teachers		5 times /yr	x	x		
contracts for pt-time teach. (incl. fees)	x			x		
registration arrangements	x			x		
booking lecture halls	x		x	x		
organising course feedback		5 times/yr	x			
processing course feedb.	x		x			
adm. of MSc theses	x		x			
postgraduate liaison						Moen
LUMA work	x		x			
assessment of teaching		x	x			
library contacts (incl. course literature)	x			x		

DUTIES AND DIVISION OF LABOUR IN FINANCIAL ADMINISTRATION	Office manager (Tiina Väisänen)	Planner (Päivi Kuuppelomäki)	Financial and HR secretary (Heidi Kinnunen; substitute for Pauliina Pajunen)	Planning secretary (Inka Kujala)	Financial service centre (Kristiina Pohjanen & Tuomo Palosaari)
budgeting and financial planning: TOIVO, salary/follow-up excel	X		(x)		
Finances of COIN CoE		(x)			x
application budgeting					x
budgeting and follow-up for HIIT Kumpula and cooperation with Aalto University		x			
Kumpula financial network	x	x	x		
the bursar's financial network	x	x			
donations	x				
travel invoices and travel guidance					x
other financial follow-up of basic funding (WBSS starting with 7)	x		x		
input of salary data into PROHA			x	x	
invoices to basic funding: purchase invoices, cash invoices			x	(x)	
RAPO team: Kumpula representative		x			
SoleTM/HIIT: allocation of working hours and related guidance		x			
SoleTM/CS Dept.: allocation of working hours and related guidance			x	x	
presenting official for financial matters (head, dept. council, general assembly)	x				
agreements with the service centre on division of labour etc.	x		x		
network for those in charge of finances at faculties and separate units		x			
invoicing of receivables					x
invoicing for external funding: purchase invoices, cash invoices					x
follow-up, reporting and counselling for external funding					x
summary of external funding: table on network drive h523/tktl_talous			x	x	
financial follow-up of basic funding (Excel)	x				
university financial network	x	x			

DUTIES AND DIVISION OF LABOUR IN HR ADMINISTRATION		Office manager (Tiina Väisänen)	Planner (Päivi Kuuppelomäki)	*Financial and HR secretary (Heidi Kinnunen; substitute for)	**Planning secretary (Inka Kujala)	Planner Reijo Siven	HR service centre (Viikki)
grants				x	x		
presenting officer for HR; matters of employment for the department council	x						
changes in personal data and back accounts --> SAP HR							x (Ari-Pekka Jääskeläinen)
development talks (reviews): help and information	x						
centralised international affairs/foreign employees (ISS/administrative building)							x (Kirsi Korhonen etc.)
Kumpula HR network	(x)		(x)	x	x		
department HR plan	x						
holidays and guidance on them (Personec/SAP HR)				x	x		
IPR				x	x		
changes to salary bank account (PROHA)				x	x		
salary certificates and salary-payment issues							x (Ari-Pekka Jääskeläinen)
fees --> SAP HR						x	
induction (HIIT)			x	(x)	(x)		
induction (CS Dept.)				x	x		
absences --> SoleTM (employees enter their own absences into SAP HR)			x	x	x		
ending employment contracts: asking about continuance and forms for ending --> SAP HR				x	x		
recruitment ads		x			x		
recruitment permissions and other applications/proposals to HR and Legal Affairs		x					
sick leaves: doctor's notes to the department or directly to the service centre			x	x	x		x (Soininen/Laitinen)
matters of non-military service		(x)			x		
accidents liaison: notifications about accidents in the workplace		x	x (deputy)				x (Soininen/Laitinen)
vacancy filling: secretary of proposal teams (basic funding)		x					
chair of taskforce for wellbeing at work					x		
employment contracts: form for personal data, SAP HR, signatures				x	x		
work plans (SoleTM)				x	x		
letters of reference		(x)		x	x		
guidance for foreigners, e.g. residence permits, copies of diplomas and references		x		x	x		
working abroad (forms and help)		x			x		x (Jenni Rytönen)
Requirement and performance supplements		x					
the early intervention model		x					
tax cards							x (Ari-Pekka Jääskeläinen)
housing and travel arrangements for visitors (CS Dept. & HIIT)			x				
YPJ issues: help. updating YPJweb/supervisors		x		(x)	(x)		
mothering and other family leave							x (Marja Häkli/Tuija Hedman)

*Project managers: Tarkoma Sasu, Kangasharju Jussi, Kojo Markku, Jacucci Giulio, Kutvonen Lea
Floréen Patrik, Myllymäki Petri, Nurmi Petteri, Roos Teemu, Klami Arto, Järvisalo Matti, Honkela Antti, Kurhila Jaakko
**Project managers: Paakki Jukka, Münch Jürgen, Männistö Tomi, Puustjärvi Juha, Pasanen Tomi
Ukkonen Esko, Salmela Leena, Mäkinen Veli, Pugilisi Simon, Hyvärinen Aapo, Koivisto Mikko, Toivonen Hannu, Yangarber Roman, Kivinen Jyrki, Kärkkäinen Juha
Asokan N.

DUTIES AND DIVISION OF LABOUR AMONG RESEARCH AND POSTGRADUATE ADMIN	Research coordinator (Pirjo Moen)	Office manager (Tiina Väisänen)	Research funding services (Satu Väisänen etc.)	Financial service centres (Kristiina Pohjanen & Tuomo Palosaari)	Research lawyers
coordinator of DoCS doctoral programme: application for funded seats, events	x				
docents and principal investigators: updating of lists	x				
EIT Doctoral School	x				
administration of EIT projects	x				
Hecse graduate school	x				
HICT network	x				
postgraduates: networks, information + website	x				
postgraduate counselling and follow-up of progress	x				
postgraduate admissions: applications and updating of plans	x				
postgraduate seminar	x				
Doctoral school in natural sciences: steering committee, coordinator meetings, etc.	x				
preparation of funding applications	x	(x)	x	x	
TUHAT research data system	x				
Research website: presentation of groups etc.	x				
follow-up and reporting on research projects	x				
budgeting and financial reporting of research funding				x	
information on research funding and application opportunities	x		x		
coordination of research-funding applications (dept. & HIFI)	x				
coordination of research contracts, signatures and archiving	x	(x) deputy			
legal inspection of research contracts	x				x

DUTIES AND DIVISION OF LABOUR IN GENERAL ADMINISTRATION	Office manager (Tiina Väisänen)	Planner (Päivi Kuuppelomäki)	Financial and HR secretary (Heidi Kinnunen; substitute for Pauliina Pajunen)	Planning secretary (Inka Kujala)	Research coordinator (Pirjo Moen)	Amanuensis (Teija Kujala)	Translator (Marina Kurtén)
archiving: help, departmental archiving guidelines	(x)		x				
following news in Flamma, updating to dept. website							x
administrative overall responsibility, e.g. division of duties, substitutes	x						
administration team meetings	x						
general admin. of HIIT in Kumpula, e.g. moderating HIIT email list		x					
organising and informing about wellbeing happenings			(x)	x		x	
maintenance of notice boards, display cases (general tidyness)			x	x			
updating the int staff list and information to the list (in cooperation with Aaron)			(x)	x			(x)
organising coffees and other events (by appointment)			x	x		x	
translations, proofreading, and language consultation							x
quality assurance liaison	(x) deputy				x		
preparation and secretary of dept. steering committee meetings	x						
department phone catalogue						x	
preparation and secretary of department council	x				(x)		
Sports liaison (Unisport)				x			
travel cards (HSL)		x	x	x			
in charge of Me@TKTL blog						(x)	
in charge of mail (pigeonholes, envelopes, etc.)			x			x	
secretary of professor meetings	x						
collections for 50th/60th birthday/coffees			x	x			
information and communications liaison							(x)
facilities: offices and keys, facility planning and organising						x	
operations manual	(x)				x		
office switchboard			x	(x)			
supplementing service for office supply storeroom; small acquisitions			x				
updating website, information about administration	x	x	x	x	x	x	x
annual report	(x)				x		
organising and informing about general assemblies, monthly meetings, and morning cix	cx		x	x			

Persons in charge of IT (CS Dept.) 1 Sept 2014

Server room infra-structure (except the Ukko cluster)

Main responsibility: Vettenranta, partial: Hautakangas, Tonteri (HIIT)

Ukko cluster hardware

Main responsibility: Hautakangas, deputy: Jaakkola

Storage service and systems

Main responsibility: Vettenranta, partial: Jaakkola, Kutvonen

Security systems

Main responsibility: Hautakangas, deputy: Nuorento (HIIT)

Staff workstations

Main responsibility: Jaakkola, partial: Vettenranta, Niklander

Other workstations

Main responsibility: IT centre, partial: Niklander, Jaakkola

Printing

Main responsibility: IT centre

Laptops

Main responsibility: Niklander, deputy: Niemimäki (HIIT)

Nodes Lab

Main responsibility: The researchers, partial: Tonteri (HIIT)

Software Lab

Main responsibility: The researchers, partial: IT centre

Student laptops and tablets

Main responsibility: Kutvonen, partial: Niklander

Cubbli development

Main responsibility: Rauhala, partial: Kutvonen, deputy Jaakkola

Cubbli maintenance

Main responsibility: Rauhala, partial: Jaakkola

Linux server maintenance

Main responsibility: Jaakkola, partial: Kutvonen

Windows OS maintenance

Main responsibility: IT centre, partial: Vettenranta

Data communications

Main responsibility: IT centre, partial: Rauhala, Tonteri (HIIT)

Data security

Main responsibility: Kutvonen, partial: Vettenranta, Jaakkola

Firewalls

Main responsibility: Kutvonen, partial: Rauhala

Name service

Main responsibility: Kutvonen, deputy: Jaakkola

Website

Main responsibility: Hautakangas, partial: Kutvonen, Jaakkola, deputy: Nuorento (HIIT)

Mail services

Main responsibility: Kutvonen, deputy: Jaakkola

Identity services

Main responsibility: Vettenranta, partial: Jaakkola, Niklander

Database services

Main responsibility: Hautakangas, deputy: Jaakkola

Helpdesk

Main responsibility: IT centre, partial: Niklander, Hautakangas, Rauhala, Vettenranta

Acquisitions

Main responsibility: Kutvonen, partial: Vettenranta, deputy: Niklander

Design and innovation

Main responsibility: Kutvonen, partial: Vettenranta, Tonteri (HIIT)

Supervisor

Main responsibility: Kutvonen, deputy: Vettenranta

General administration

Main responsibility: Kutvonen, deputy: Vettenranta



1.6.2014

Presenting officials and their deputies at the Department of Computer Science

In decisions requiring a presentation process, the following act as presenting officials at the department in matters belonging to their administrative remit:

Office Manager Tiina Väisänen, deputy Planner Päivi Kuuppelomäki

Head of Studies Jaakko Kurhila, deputy Planner Reijo Sivèn

IT Manager Petri Kutvonen, deputy IT Specialist Pasi Vettenranta

Research Coordinator Pirjo Moen, deputy Lecturer Heikki Lokki.

In addition, the head of the department may appoint other presenting officials, e.g. to prepare filling vacancies. In urgent cases, Inka Kujala and Heidi Kinnunen from HR can act as presenting officials in staff matters.

Jukka Paakki
Head of the Department



1.6.2014

Department of Computer Science
Committee memberships

Department steering committee

Jukka Paakki (chair)

Jyrki Kivinen

Sasu Tarkoma

Tomi Männistö

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