Welcome to the Department of Computer Science!
University of Helsinki

- The largest and the oldest university in Finland

- Key data for 2012
  - 36 200 students
  - 8 400 employees
  - 300 subjects
  - 5 800 degrees/year
  - 430 PhDs/year

- Founded in Turku 1640
- Moved to Helsinki 1828
Department of Computer Science

- The leading institution in Computer Science in Finland
- Students and employees 2012
  - 1692 students (900 FTE, 62 PhD students)
  - 228 employees (159 FTE, 25.5% foreign, 18 % female)
- Part of the Faculty of Science
- Located in Exactum, Kumpula Campus
- Renowned for high quality of research and teaching
Teaching

- National unit of excellence in higher education (Ministry of Education), 2007-2009 and 2010-2012
- Four MSc programmes
  - Algorithms and machine learning
  - Bioinformatics
  - Networking and services
  - Software systems
- Research and teaching well connected on all specialization areas
Research

- Focal areas of research
  - Data analysis
  - Networking and services
  - Software research

- Theory & applications & co-operation
  - Basic research & applied research
  - Core computer science & modern areas
Some 30 research groups

Participating in several research units
- Helsinki Institute for Information Technology HIIT
  - Joint research institute with Aalto University
- Four Finnish Centres of Excellence (CoEs):
  - Algorithmic Data Analysis (Algodan) centre of excellence,
  - Cancer Genetics centre of excellence (CoECGR),
  - Computational Inference centre of excellence (COIN), and
  - Inversion Problems centre of excellence.
Research

- International quality confirmed in research evaluations
  - 1999: 7/7 (UH international evaluation)
  - 2005: 7/7 (UH international evaluation)
  - 2007: Academy of Finland: “... an obvious leader in computer science in Finland…”
  - 2011 UH international evaluation:
    - Two of the participating groups from the department, ALKO and NODES, were found to be the top of their classes
    - The third group, SOFTSYS, received credit for the promising concept of Software Factory
# Funding in million euros

<table>
<thead>
<tr>
<th>Source</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allocated funds</strong></td>
<td>4.21</td>
<td>4.85</td>
<td>6.35</td>
<td>5.37</td>
<td>5.26</td>
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<tr>
<td><strong>Graduate schools</strong></td>
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<td>1.22</td>
<td>1.15</td>
<td>1.09</td>
<td>1.00</td>
<td>1.08</td>
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<tr>
<td><strong>External funding</strong></td>
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<td>4.15</td>
<td>4.06</td>
<td>4.40</td>
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<tr>
<td>Academy of Finland</td>
<td>1.00</td>
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<td>1.11</td>
<td>1.68</td>
<td>2.11</td>
<td>2.26</td>
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<td>Tekes</td>
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<td>0.98</td>
<td>0.99</td>
<td>1.91</td>
<td>1.48</td>
<td>1.55</td>
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<tr>
<td>Industries</td>
<td>0.59</td>
<td>0.41</td>
<td>0.22</td>
<td>0.04</td>
<td>0.07</td>
<td>0.11</td>
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<tr>
<td>EU funding</td>
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<td>0.56</td>
<td>0.49</td>
<td>0.15</td>
<td>0.14</td>
<td>0.39</td>
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<tr>
<td>Other funding from abroad</td>
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<td>0.08</td>
<td>0.16</td>
<td>0.14</td>
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<td>UH foundations</td>
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<td>0.87</td>
<td>0.92</td>
<td>0.07</td>
<td>0.05</td>
<td>0.09</td>
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<tr>
<td>Other</td>
<td>0.08</td>
<td>0.38</td>
<td>0.17</td>
<td>0.40</td>
<td>0.27</td>
<td>0.21</td>
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<tr>
<td><strong>Total</strong></td>
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<td>10.22</td>
<td>11.56</td>
<td>10.86</td>
<td>10.40</td>
<td>11.24</td>
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# Number of publications

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<th>2007</th>
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<th>2009</th>
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<th>2011</th>
<th>2012</th>
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<td>Refereed journal articles</td>
<td>43</td>
<td>41</td>
<td>40</td>
<td>48</td>
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<td>59</td>
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<tr>
<td>Refereed conference articles</td>
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<td>116</td>
<td>112</td>
<td>117</td>
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<td>Books</td>
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<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Other publications</td>
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<td>38</td>
<td>39</td>
<td>62</td>
<td>43</td>
<td>63</td>
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<tr>
<td>Total</td>
<td>177</td>
<td>197</td>
<td>192</td>
<td>228</td>
<td>186</td>
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## Degrees

<table>
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<tr>
<th>Degrees</th>
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<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degrees</td>
<td>148</td>
<td>252</td>
<td>111</td>
<td>126</td>
<td>134</td>
<td>80</td>
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<tr>
<td>Master’s degrees</td>
<td>96</td>
<td>205</td>
<td>32</td>
<td>55</td>
<td>66</td>
<td>65</td>
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<tr>
<td>PhD degrees</td>
<td>8</td>
<td>5</td>
<td>10</td>
<td>7</td>
<td>3</td>
<td>9</td>
</tr>
</tbody>
</table>
High impact on computer science:
- During 2012, total 177 refereed publications
- High citation rates
- Strong utilization of results: industrial co-operation, standards, spin-offs, software, patents
- Extensive collaboration
  - International and domestic
  - In computer science and across disciplines
- Impact also on other sciences
- Investments into researcher training
Linux

- The Linux OS
  - Started in 1991 and version 1.0 released in 1994
  - Linux turns 20 years in 2011
  - The department uses Linux since 15 years
- Linus Torvalds
  - Developer of the Linux OS
  - Student and employee at the department in 1988-1997
  - Doctor Honoris Causa of the Faculty of Philosophy in 2000
  - Honorary Alumnus of the Faculty of Science in 2011
  - One lecture hall in Exactum named after Linus Torvalds in 2011
"A million dollar super computer" called Ukko

- High performance cluster with 240 nodes
  - Highly calculation-intensive tasks (data analysis, simulations)
  - Used both in research and education at the department
- One of the most powerful clusters in Finland
Software Factory

- Students work seven weeks, four or five full days a week
- Focus on
  - Education
  - Entrepreneurship
  - Research

www.softwarefactory.cc

“Software Factory project was the best course I have ever had. Including my whole history of education.”

Tatu Kairi, University of Helsinki
NODES laboratory

- Facility for supporting networking and services related research and teaching activities

- Highlights
  - Software-defined networks
  - HCI Lab
  - Home gateway test-bed
  - Wireless experiments
  - Energy modelling

- Connection to the Ukko cluster for combined real-life and simulation/emulation experiments
Linkki centre

- One of resource centres of the Finland’s Science Education Centre LUMA

- Different activities in computer science for children and young people
  - Clubs
  - Summer camps
More information

www.cs.helsinki.fi

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FIN-00014 University of Helsinki

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Telephone: +358 9 1911 (switchboard)
Fax: +358 9 191 51120
info@cs.helsinki.fi
Head of the Department

• Professor Jukka Paakki
• office D240b
• tel. 51387
Helsinki Institute for Information Technology, HIIT

Sami Kaski, Director (A343)  Patrik Floreen, Vice Director (A316)
Administration team
Tiina Väisänen

• Office Manager
• office D243, tel. 51390
• General accountability and personnel management
• General responsibility and financial planning for the department
• Development talks
• Guidance concerning working abroad
Administration team
Pirjo Moen

- Research Coordinator
- office D242, tel. 51389
- Knowledge databases, TUHAT contact person
- Postgraduate issues
- Research funding applications and contracts
Administration team
Teija Kujala

- Amanuensis
- office D235, tel. 51380
- Offices and furniture
- Keys & phones
- Staff cards
- Plastic keys for students
- Traineeships for students
Administration team
Inka Kujala

- Planning Secretary
- office D238, tel. 51380
- Employment contracts
- International questions (residence permits, etc)
- Introduction and integration
- SoleTM contact person
- Fees and invoicing
Administration team
Heidi Kinnunen

- Financial and HR secretary
- office D238, tel. 51040
- Employment contracts
- International questions (residence permits, etc)
- Introduction and integration
- SoleTM contact person
- Follow up, reporting
- Office supplies
- Fees and invoicing
Administration team
Päivi Kuuppelomäki

- Planning officer (HIIT)
- office A341, tel. 51248
- Orientation
- Visitors' accommodation and travel reservations
- Follow up, reporting and financial planning
- Invoicing
- SoleTM contact person
Administration team
Jaakko Kurhila

- Head of Studies
- Office D240a, tel. 51386
- Teacher advising
- Outreach activities (study-related)
- MSc thesis administration
- Study credits for work experience
Administration team
Reijo Sivén

• Planner
• Office D236, tel. 51382
• Teaching programmes for each term
• Recruitment of part-time teachers
• Planning of course and separate exams
• Course exams and exam supervisors
• Preparation of credit transferrals
• Liaison for the Open University
Administration team
Marina Kurtège

- Translator
- office D228, tel. 51388
- Translations into English and Swedish
- Editing (English and Swedish)
- Language consultation
- Communications liaison at the department
- Internal information
Administration service addresses

- **henkilosto[at]cs.helsinki.fi**: in matters pertaining to salaries, address changes, holidays and absences
- **talous[at]cs.helsinki.fi**: queries and notifications on e.g. invoicing and payments at the department
- **toimisto[at]cs.helsinki.fi**: queries related to general office services
- **tiedottaja[at]cs.helsinki.fi**: communications and PR
- **kielipalvelut[at]cs.helsinki.fi**: for those who want help with translation to and editing/proofreading of English and Swedish
- **tilat[at]cs.helsinki.fi**: room reservations and questions related to office furnishing:
IT services

• Petri Kutvonen (IT-Manager)
• Pekka Niklander (user accounts, computers)
• Pasi Vettenranta
• Jani Jaakkoa
• Mikko Rauhala
• Ville Hautakangas
• Onni Koskinen
IT services

Please use service addresses:

- **atk-apu [at] cs.helsinki.fi (IT help):** help and support for the IT systems & reporting problems
- **tktl-luvat [at] cs.helsinki.fi (accounts):** issues related to accounts for the department systems:
- **webmaster [at] cs.helsinki.fi:** for questions about the website of the department
- **itsupport [at] cs.helsinki.fi:** for general issues concerning the IT services
- **video [at] cs.helsinki.fi:** for issues concerning online videos and video communication
Kumpula Campus services
Follow-up, reporting and counseling of external funding/projects, invoicing and travelling

• Financial secretaries:
  • Leena Kekäläinen D236, tel. 51335, leena.kekalainen@helsinki.fi
  • Tuomo Palosaari D236, tel. 51645, tuomo.palosaari@helsinki.fi
• Teamleader: Seidi Huttunen
tel. 51697, seidi.huttunen@helsinki.fi
HR services at Viikki campus
Viikinkaari 11 A PO. Box 62

• Questions concerning salary payments, tax cards:
  Ari-Pekka Jääskeläinen
  tel. 58906
  ari-pekka.jaaskelainen@helsinki.fi

• Working abroad:
  Jenni Rytkönen
  tel. 22284
  jenni.k.rytkonen@helsinki.fi
Exactum floor plan

Coffee rooms

• In 2nd floor: B225
• In 3rd floor: A-wing

• Fridge, dishwasher, coffee- and espresso makers available
• Use your own cup
• Please do your own dishes & keep the room tidy
Mailboxes & mailing + multifunction printer

2nd floor: C226, 3rd floor: A335
Office supplies, 2nd floor, C234

In charge: Heidi Kinnunen (D238, tel. 51040)
“Take what you need”
Porters station - Keys & guidance
Exactum, ground floor
Balcony, 3rd floor & Roof Terrace 4th floor
Library at Physicum

library(at)cs.helsinki.fi,
contact person: Anna-Kaisa Hyrkkänen
First things to do

- Personal details- form: (http://www.helsinki.fi/henkos/lomake/su/06_henkilotietolomake.docx)
- Tax Card & bank account
First things to do, foreigners:

- Visit the immigration department of the local police (EU-citizens). Book a time (www.poliisi.fi)
- Visit the Local Register Office (Maistraatti)
- Open a bank account
- Visit the tax office
- KELA (Social Insurance Institution of Finland) Card
- Resident/Work permit (Non-EU-citizens)
- Travel card
Working hours & payday

• The regular working hours average is 7 hours and 15 min/ day, and 36 h,15 min/week.
• Lunch break is 30 min., (not included in the working time)
• Payday for permanent employees: on the 15th of each month
• For others: on the last day of the month
• YPJ, University's salary system:
Work plan

• All teaching and research staff (except research assistants) are included in the annual-workload system (1600 h)

• Each employee who belongs to this system makes their own work plan in the Sole TM system

• Read more from Flamma:
  https://flamma.helsinki.fi/portal/home/fh?_nfpb=true&_pageLabel=view&contentId=HY273984
Absences (http://www.cs.helsinki.fi/node/278)

- Always inform your superior about any absences immediately by phone or e-mail
- Fill in an absence form in SAP HR system
- If your absence lasts for 4 days, you need a nurse's or doctor's certificate
- If your absence lasts 5 days or more, you will need a doctor's certificate
- Other absences: always negotiate with your superior beforehand
Annual leave

- Employees are entitled to annual leave
- Annual leave is paid leave from work
- With the exception of the holiday bonus, the provisions for annual leave do not pertain to teaching and research staff.

**Annual leave:**
https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&pageLabel=pp_list&placeId=HY053824

- Note: vacation days must be taken out before the end of employment
- Apply for holidays in SAP HR system
Travelling
Guidance: Leena Kekäläinen/Tuomo Palosaari (D236)

- A travel request must always be created before departure and it has to be approved by your supervisor
- SAP: [www.helsinki.fi/sap](http://www.helsinki.fi/sap)
- Instructions for travelling in Flamma:
  [https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HYMIGR_B1_9146](https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HYMIGR_B1_9146)
- SAP user guide:
  [https://alma.helsinki.fi/download/2000000159689/SAP_traveller_en.pdf](https://alma.helsinki.fi/download/2000000159689/SAP_traveller_en.pdf)
Well-being at work


- University's sports services
- CS Department's sports turns
- Massaging chair (C209)
- Monthly meetings for the staff
- Well-being at work team
Occupational health care  
(with contracts 14 hours/ week at least)

• The University of Helsinki offers its employees preventive healthcare and treatment on a GP level.
• The healthcare unit is located on the ground floor in the D wing in Exactum
• In acute cases you can also use medical services in Mehiläinen Ympyrätalo, Töölö, Kielotie, Leppävaara and Itäkeskus on Monday- Thursday at 16-20 and Friday at 16-18.
• Make an appointment by phone: 010 414 0666 or at www.mehilainen.fi
Keys

• The Exactum porters will give you your keys on your first day of work (bring id-card)
• Amanuensis Teija Kujala is in charge of keys and office spaces
• You will need the plastic key to gain access to the department outside opening hours.
• The keys and card are personal. When your employment ends, please return the keys to the Exactum porters
Mailing

• Each employee has their own mailboxes
  > 2nd floor: C226 & 3rd floor: A335
  (or in the part-time teachers' office)

• You can put both post to the university and external post in the box for outgoing post ('Lähtevä posti'). For post outside the university, you can use the prepaid envelopes.
Useful links:

• **Staff guide:**

• **Quick guide for new employees:**

• **International services:**
  https://www.cs.helsinki.fi/en/administration/international-services-residence-permits-etc

• **FAQ for (Foreign) Newcomers to the Department:**
Useful links:

- **Staff card:** [https://www.lyyra.fi/](https://www.lyyra.fi/)
- **Printers:** [https://www.cs.helsinki.fi/node/117](https://www.cs.helsinki.fi/node/117)
Intranet

- **Flamma:** [https://flamma.helsinki.fi/portal/home/login](https://flamma.helsinki.fi/portal/home/login)
Orientation events & trainings

- Kumpula campus orientation events (twice a year)
- University orientation events (twice a year)

- Personnel trainings for University’s IT systems, staff issues, financial issues, travelling, language training, etc.

- Read more from Flamma:
  [https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HY056472](https://flamma.helsinki.fi/portal/home/sisalto?_nfpb=true&_pageLabel=pp_list&placeId=HY056472)
At the end of the contract

- check and use up your holiday entitlement and notify about them with the absence form
- save important files and emails to the shared disk storage
- return your laptop computer to Pekka Niklander
- return your mobile phone and staff ID card to Amanuensis Teija Kujala
- return your keys to the Exactum porters
- clear out your workstation
- hand over papers that are to be archived to your supervisor shred any confidential papers that need to be shredded
- You can ask a letter of reference from Inka or Heidi
We are happy to have you here!

http://www.youtube.com/watch?v=rU232NPDVtQ&list=PL89BA3B68F463D809&index=2