

Graduate School information session: Transferable Skills in Doctoral Training

Monday 16 September, 2013

12:30 – 14:00

- **JYU Graduate School for Doctoral Studies**

Tuula Oksanen, Graduate School Coordinator

- **Methodology Centre for Human Sciences**

Tiina Hokkanen, Senior Planning Officer

- **University Library**

Marja Kokko, Information Specialist: Tools for information retrieval and management

Sini Tuikka, Publishing Amanuensis: Publishing a dissertation in JYU research series

- **Research and Innovation Office**

Elina Humala, Funding Advisor



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Graduate School information session: Transferable Skills in Doctoral Training

Monday 16 September, 2013

14:15 – 15:45

■ **Kielikeskus/Language Centre**

Mikko Jäkälä, Development manager

Lisa Lahtela Senior lecturer

Päivi Torvelainen, Senior lecturer

■ **IT Services**

Liisa Kallio, Planning Coordinator

■ **Työelämäpalvelut/Career Services**

Muru Linjala, Career Specialist



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Transferable Skills Studies

Tuula Oksanen, Graduate School Coordinator
University of Jyväskylä Graduate School for Doctoral Studies
16 September, 2013



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Transferable skills

in a research context

- Skills learned in one context that are useful in another
- Enable subject- and research related skills to be applied and developed effectively
- May be acquired through training or through work experience

Research Careers in Europe Landscape and Horizons

European Science Foundation 2010



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Transferable skills studies

in JYU Graduate School for Doctoral Studies

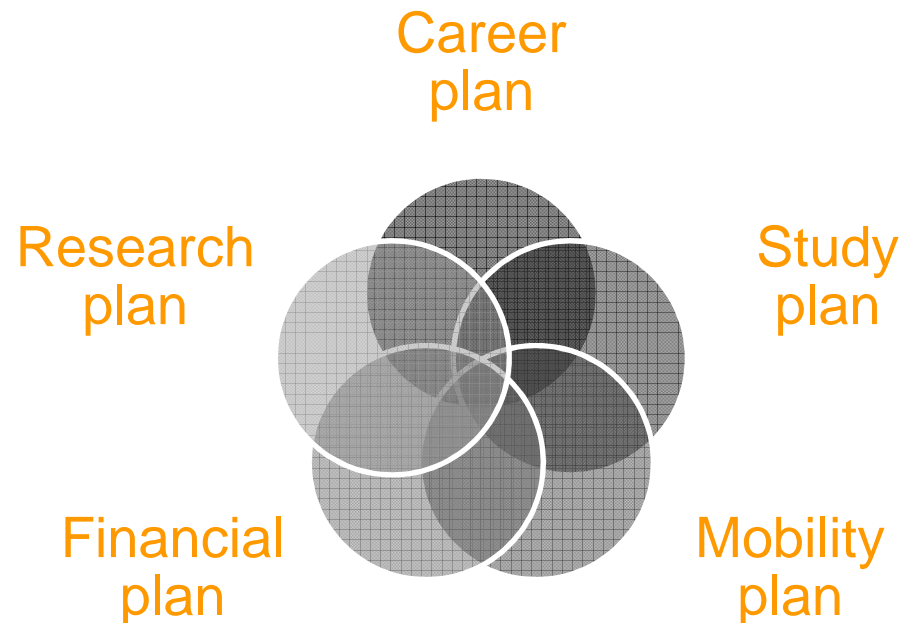
- Available across faculty boundaries
- Support dissertation work, doctoral studies or postdoctoral employment
- Organized e.g. by departments, service departments and units of university services
- Topics
 - Philosophy of science and research ethics
 - Scientific research methodology
 - Academic communication and presentation skills
 - Technical readiness for research
 - Career planning



Transferable skills studies

Things to consider

- What are your personal needs?
- How much time and effort you can allocate?
- What kind opportunities there are available?



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Transferable skills studies

Study plan

1st and 2nd year

Discipline specific studies
Research

Transferable skills

- Research ethics
- Information retrieval and management
- Research methods
- Data management
- Conference skills
- Scientific writing
- Language and communication skills

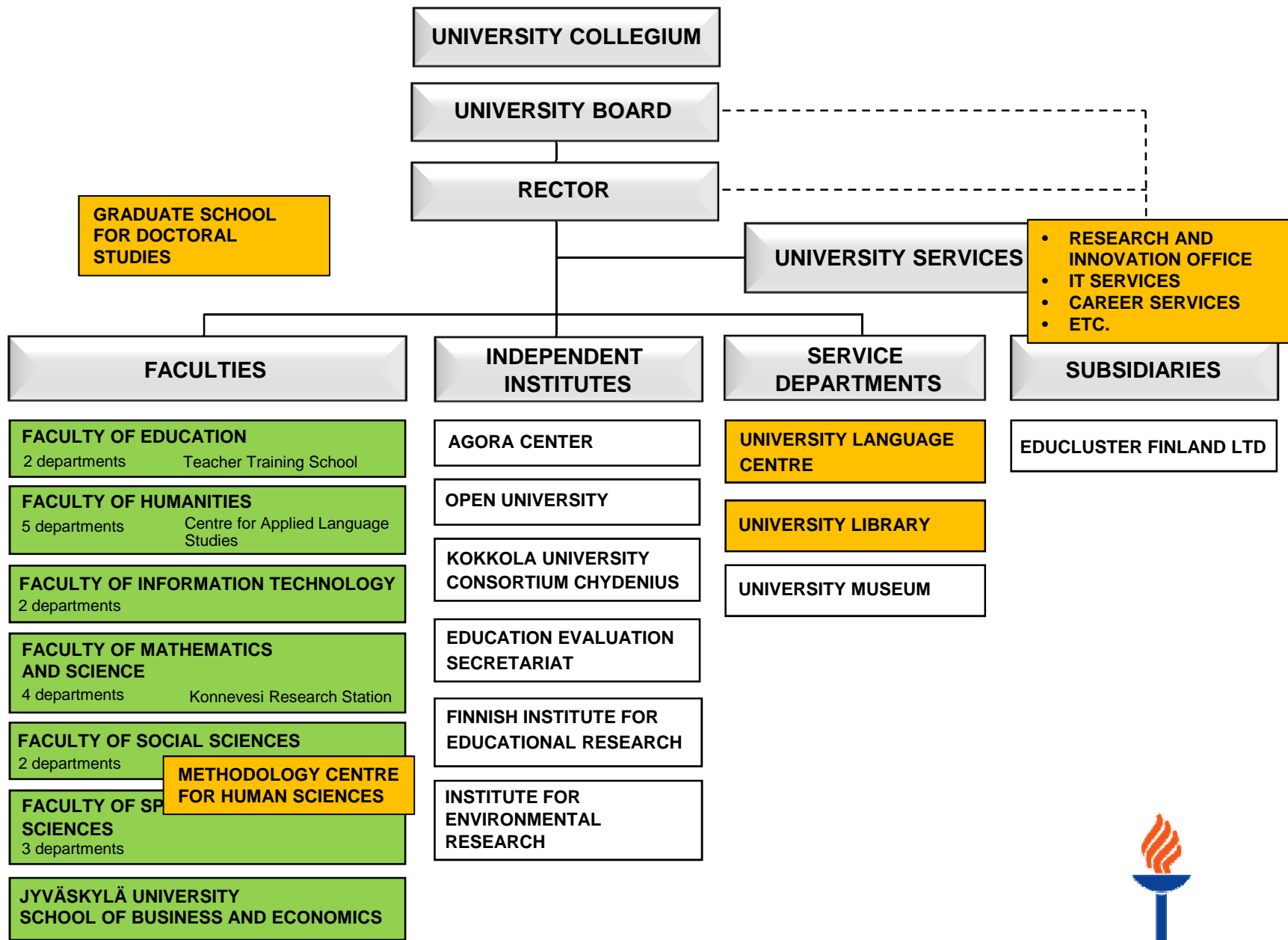
3rd and 4th year

Dissertation
Research

Transferable skills

- Scientific writing
- Media skills
- Publishing
- Visibility
- Professional development





Graduate School events in autumn 2013

Information sessions

International Mobility	15 August
Transferable Skills	16 September

Lectures

Writing Scientific Journal Articles	23 October
Writing a Doctoral Dissertation	24 October

More information at the website <https://www.jyu.fi/graduateschool>



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The Methodology Centre for Human Sciences (Ihmistieteiden metodikeskus IHME)



**Graduate School
Information session:
Studies on Transferable
Skills**

16th September, 2013

What is Methodology Centre for Human Sciences (IHME)?

- Methodology Centre for Human Sciences organizes doctoral courses across faculty borders. Our courses are held both in Finnish and in English. The course curriculum is planned and varies on a yearly basis
- We offer general courses, method courses (quantitative and qualitative), software courses and researcher & transferable skills courses
- In addition to doctoral students, also post doc and senior researchers can choose courses they need to update or complement their methodological knowledge

Foundation of Methodology Centre for Human Sciences

- The former rector Aino Sallinen founded the Methodology Centre for Human Sciences for a fixed term of 1.1.2007 – 31.12.2012
- The Centre has received funding for 2013-2016 and courses will continue normally during that time

Staff



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Board members 2013 - 2016

- Professor Jari-Erik Nurmi (chair), deputy member university lecturer Pertti Jokivuori (Faculty of Social Sciences)
- Professor Sanna Karkulehto, deputy member professor Raine Koskimaa (Faculty of Humanities)
- Vice dean Pasi Tyrväinen, deputy member vice dean Timo Tiihonen (Faculty of Information Technology)
- Professor Riikka Alanen, deputy member professor Leena Alanen (Faculty of Education)
- University lecturer Mika Haapanen, deputy member professor Kari Heimonen (School of Business and Economics)
- Professor Juha Karvanen, deputy member professor Antti Penttinen (Faculty of Mathematics and Science)
- Professor Sarianna Sipilä, deputy member professor Mirja Hirvensalo (Faculty of Sports)
- Professor Antero Malin, deputy member professor Päivi Häkkinen (Finnish Institute for Educational Research)

Secretary: Tiina Hokkanen (Faculty of Social Sciences)

Courses in fall 2013

IHMJ225 Mixture-mallinnus Mplussalla, 5 op (Asko Tolvanen & Joonu Muotka)
2.-4.9.2013

IHMJ602 Tutkimussuunnitelma, 2 op (Kimmo Jokinen, Heikki Lyytinen, Jari-Erik Nurmi ja Mikko Siponen)
27.9.2013

IHMJ103 Research ethics, 2-5 ECTS (Petteri Niemi ja Hannakaisa Isomäki)
3.-4.10., 7.-8.10., 11.-12.10. 21.-22.10 & 25.10.2013

IHMJ405 Johdatus ihmistieteiden vaikuttavuustutkimukseen, 4 op (Tuija Kotiranta & Pekka Kettunen)
7.-8.10. & 8.11.2013

IHMJ224 Interactive Course: Modeling Own Quantitative Data with multiple regression analysis and general linear model using SPSS, 5 op (Asko Tolvanen, Satu Helske & Joonu Muotka) 25.10., 8.11., 22.11., 29.11. & 13.12.

Preliminary information on other
forthcoming courses
in fall 2013:

**IHMJ304 Ethnographic Research in Online Settings, 3-5
ECTS** (Hannakaisa Isomäki & Minttu Tikka)
1.11.2013 and 31.1.2014

**IHMJ110 Ajattelun kehittymisen tutkimisen
menetelmistä** (Hannakaisa Isomäki)
9.12.2013

Doctoral Course Curriculum

Methodology Centre for Human Sciences organizes doctoral courses across faculty borders. Our courses held both in Finnish and in English on a yearly basis provide doctoral students with state-of-the-art methodological skills, as well as researcher and transferable skills. The course curriculum is planned and varies on a yearly basis. Following the links below, you will find examples of our courses organized in 2007-2010. You can also see the list of [past events](#).

<https://www.jyu.fi/ytk/laitokset/ihme/en/doctoralcoursecurriculum>

Join our email list 'ihme-kaikki'

- You may join the list at <http://lists.jyu.fi/mailman/listinfo/ihme-kaikki> (you can also join or leave the list through the administrator: tiina.m.hokkanen@jyu.fi)
- The email list is mainly used to provide information about the program and other current issues.

Read more at

<https://www.jyu.fi/ytk/laitokset/ihme>

(in Finnish)

<https://www.jyu.fi/ytk/laitokset/ihme/en>

(in English)



**Graduate School information session:
Transferable Skills in Doctoral Training
On Monday 16 September, 2013 at 12:30 –
15:45 in lecture room JT 120**

**University Library / Research Services
Information Specialist Marja Kokko
marja.kokko@jyu.fi**



JYVÄSKYLÄN YLIOPISTO
KIRJASTO



News

For a new member of university community:

- How do I get a library card?
- How do I request books and renew my loans?
- How do I find books, scholarly articles and journals?

-> [The New student's ABC](#) helps you in these and many other problems.

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Library Courses Doctorate students, researchers, University personnel

<p>Dissertation Start-up / first year Schedule and sign-up in Korppi.</p>	<p>Familiarize yourself with the information environment and library practices. Learn to know databases, e-journals, and other electronic resources in your discipline.</p>
<p>Dissertation Publishing in the University of Jyväskylä / first or second year Schedule and sign-up in Korppi.</p>	<p>This course is focused on the publishing process of Jyväskylä University dissertation series. We'll go through the general principles and phases, get to know the instructions, and get tips to solve the most typical problems. Also students who are at the early stages of their dissertation are welcome to participate. For them we also recommend participating courses on using the JYU Dissertation Template.</p>
<p>Open Access/Parallel Publishing / when you are planning to publish your first article Schedule and sign-up in Korppi.</p>	<p>What do we mean by open access publishing and especially by parallel publishing? Why are they worth taking advantage of? Parallel publishing is a lot more allowable than researchers think. It is also free of charge for researchers. We'll go through the benefits of and the concerns raised by it. You will also learn how to parallel publish in practice in TUTKA.</p>
<p>How to use the JYU Dissertation Template and RefWorks reference manager / first or second year Schedule and sign-up in Korppi.</p>	<p>IT-support for dissertation writing: you will learn RefWorks, which helps you to manage references and JYU Dissertation Template, which brings you easily the layout.</p>
<p>Research Merits / when you are planning to apply research funding Schedule and sign-up in Korppi.</p>	<p>Create your own Researcher ID, get to know the Template for researchers curriculum vitae and learn to evaluate your own scientific activity with basic bibliometric tools.</p>

17.9.2013



Ad hoc -courses

- Current topics for researchers:

New JYKDOK and JUULI: Intensive course to two new information seeking user interfaces. JYKDOK is a local interface. Through it, you can search the University Library's printed and e-material. JUULI is a new national publications portal. Through it, you can browse Finnish research publications.

Schedule and sign-up in [Korppi](#).

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Library Courses General Courses - open to anybody

E-resources and JYKDOK Schedule and sign-up in Korppi .	How to find electronic full text articles, books and other e-resources? How to use Jyväskylä University Library's collections? Learn to use JYKDOK interface.
Reference Manager RefWorks Schedule and sign-up in Korppi .	Learn to use RefWorks, an online bibliographic management program that allows you to create a personal database of references and generate bibliographies in a variety of formats.
E-books Schedule and sign-up in Korppi .	How to find and use e-books efficiently?
Avoid Plagiarism: Resources, Copyright and Information Management Schedule and sign-up in Korppi .	This course gives you basic information of citation, citation styles and copyright. You learn to take benefits from RefWorks reference management.

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Kirjaston koulutukset tutkijoille, väitöskirjantekijöille ja henkilökunnalle

 **Kirjasto kouluttaa**

17.9.2013



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Good to know!

- ❏ **Purchase Proposals:** You can propose a book for purchase:
 - by email: hank.esitys@library.jyu.fi
 - by [electronic form](#)
- ❏ [Aids for Acquisitions](#)
- ❏ **More information:** [Acquisitions](#)
- ❏ [Interlibrary Loans](#)

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Good to know!

- [Library Collections](#)
- [Databases by subject category](#)
- [Remote Access to Electronic Resources](#) (important when you are working outside university network)
- [Yliopiston kirjaston elektronisten aineistojen etäkäyttö](#)

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Contacts and Consultation

- [Book a Librarian](#) (consult you subject information specialist)
- contact [Marja Kokko](#) (the Coordinator of Research Services)
- [Sini Tuikka](#) (Publishing Amanuensis)
- Consultation for y our research group: contact [Marja Kokko](#)

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FAQ

- In JYKDOK request form you may change the pick-up location of the book
- Wireless guestnet network - IT Services

17.9.2013



 **THANK YOU!**

17.9.2013



JYVÄSKYLÄN YLIOPISTO
KIRJASTO



Publishing your dissertation in a University Series

Sini Tuikka

Jyväskylä University Library, Publishing Unit (2nd floor)

sini.tuikka@jyu.fi

Tel. 040 705 1868

Room B219 (Library 2nd floor)

Publishing Unit: Our mission

- Publish the main publication series of the University
- Coordinate the publishing activities of the University
- Develop new publishing models and services for the University
- Improve the visibility of research
- Promote and enable Open Access services for researchers

Series published by the Publishing Unit

- Jyväskylä Studies in Biological and Environmental Science
- Jyväskylä Studies in Business and Economics
- Jyväskylä Studies in Computing
- Jyväskylä Studies in Education, Psychology and Social Research
- Jyväskylä Studies in Humanities
- Studies in Sport, Physical Education and Health

1. Use the dissertation template from the beginning of your dissertation project
2. Save the post print / final draft versions of your articles and attach them to your TUTKA* record

* TUTKA, the research and publication data system in the University of Jyväskylä

Guidelines, templates, instructions

- <https://kirjasto.jyu.fi/publish-and-buy/publishing-your-dissertation>
- Use the Word-template and everything will be very easy
- Ask permissions from article publishers for reprinting and online publishing of the articles included in your dissertation
- Contact the Publishing Unit in good time before the public defence, have the dissertation material evaluated at the Publishing Unit and get guidance on how to get it ready for publishing

Available courses

Dissertation Publishing in the University of Jyväskylä
courses available already this fall:

in English (15.10., 20.11.)

in Finnish (9.10., 19.11.)

(see kirjasto.jyu.fi > Library courses)

Sini Tuikka

sini.tuikka@jyu.fi

Tel. 040 705 1868

Open Access

<http://openaccess.jyu.fi/en>

Some tips for self-archiving research articles:

- Save all the versions of your research articles
- Ask permissions for self-archiving from other authors
- Contact the library Publishing Unit or jyx@jyu.fi

Parallel publishing

- <http://openaccess.jyu.fi/en>
- Parallel publish a final draft version of your article in the University's institutional repository, JYX.
 - Ask the co-writers for permission. A verbal authorization is sufficient.
 - Attach the final draft version of the article in the TUTKA record. The data will automatically be transferred from TUTKA into JYX Archive
- The library is responsible for checking permissions from publishers, and for the actual publishing. Researchers need not to do it themselves. The library also takes care of setting the possible embargo dates.
- If an article/work has been published earlier, the reference is made to the original publishing context or platform. If you also want to refer to the version saved in JYX, the permanent URN-address (handle) in JYX is used
- JYX repository provides you monthly download statistics
- Learn more about OA in the library classes



University of Jyväskylä

**Research and Innovation
services**

Elina Humala, Funding Advisor



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ



Our services

We assist researchers with issues relating to research project planning, calculating costs and collaboration agreements, as well as making the best out of and distributing research results.

1. Project Services
2. Legal Services
3. Innovation Services



Project Services

Tasks

- Support for researchers and research groups and other project staff at departments and faculties of JYU to get more external funding
- >Service throughout the life-cycle of the project

Main Objectives

- To fuel application activity for supplementary funding and to improve the quality of applications
- To grow the proportion of external research funding in overall funding
- To be a strategic partner for the management, faculties and units of the University, and to offer comprehensive project support service for researchers
- To build partnerships with the most important financiers, partners and interest groups and to accumulate project competence of the University.



External funding/ project quality assurance guidelines

A project has a defined schedule. The main characteristics of a project are: budget, goals, a monitoring system and defined responsibilities.

- Helpful tools
- To be complied with all external funding projects
- We use it in all projects where University's budget exceeds 50 000 euro



Examples of tools

- All projects must comply with the Quality Assurance Guidelines for Project Activities. The guidelines include two processes for the project identification and planning stage:
 - 1. evaluation of project idea form (recommended) and
 - 2. risk identification form (compulsory)



Examples

■ Risk analysis

- Making sure that there is a link between strategies and projects
- Always negotiation with the head of the department

The Scientist in Charge and the Head of Department analyse risks in cooperation.



Guidelines for all projects/project activities

- To support the applicants
- To support those who implement the projects
- To minimize the risks
- Long term development of project activities



Project life cycle

- Identification stage
- Planning stage
- Implementation stage
- Closure stage



How to find funding for research

- Academy of Finland
- Tekes
- EU
 - Mainly post-docs
 - Important to find research team
 - Who will apply: University of Jyväskylä
- All foundations and their funding:
 - <http://www.aurora-tietokanta.fi/>



Where to find help

- Training
- Networking
- Building the needed competences
- All practical questions; basic information is in our intranet
- More help: contact the personnel at the your internal service center or research and innovation office



External funding statistics

Research funding by main financiers during 2010-2012

Vuosi	Rahoituslähde			Ulkomainen rahoitus yhteen- sä	Täydentävä rahoitus yhteensä
	Suomen Akatemia	TEKES	EU:n tutkimus- hankkeet		
2010	17 249 279	6 009 526	3 230 598	5 450 890	64 527 564
2011	24 019 960	8 743 500	3 110 834	5 547 551	68 830 434
2012	22 550 680	7 510 605	3 892 760	7 100 193	72 810 315

Innovation services

- Active search of ideas and innovations
- Activating the researchers to innovate
- > how wants you research results?

- Proof of Concept
- IPR:s and researchers' rights and counseling all the questions related to IPR (University's regulations regarding inventions
<https://www.jyu.fi/hallinto/strategia/en/JYregulations-regarding-inventions.pdf>)

- Transferring the technology
- Getting the contracts ready



Innovation Process

IDEAS

- Workshops, events
- Meetings
- All fields

TESTING

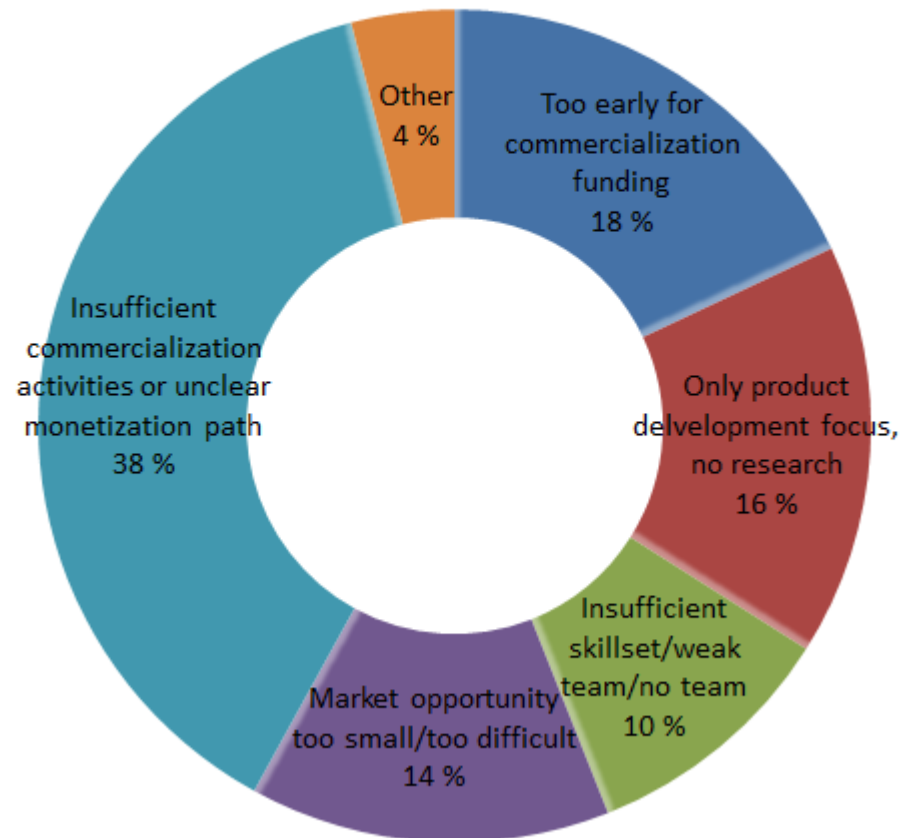
- Patenting?
- Where are the markets?
- Proof of concept
- New Project?

TRANSFERRING THE RIGHTS/ NEW COMPANY



TeKes funding for commercialisation

Rejected commercialization funding applications (TEKES TILI/TUTLI)



Legal Services

- Legal Services assist researchers, faculties and units when they are negotiating and making agreements related to research and education, and help in questions related to procurement, immaterial rights and research ethics.
- Aim:**
 - To ensure that the agreement policy of the University of Jyväskylä, as well as other instructions for projects and innovations, are observed. To offer comprehensive legal support so that the persons involved in projects and innovations can concentrate on their main tasks.



Thank you!



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Graduate School information session:
Transferable Skills in Doctoral Training
Language Centre



Kielikeskus
Språkcentret
Language Centre

Language Centre

- is a multilingual and -cultural department with expertise in language learning and teaching, employing a staff of 80
- organizes over 500 yearly courses, which are completed by over 15,000 participants
- provides courses for bachelor's, master's and doctoral students, as well as staff members



Course options for doctoral students

- Courses for doctoral students: Academic Writing Modules & Tieteellinen viestintä suomeksi
- Courses for staff members– if employed by the University of Jyväskylä
 - <https://kielikeskus.jyu.fi/henkkoul>
- Self Access Materials
 - <https://kielikeskus.jyu.fi/eoto>
- Courses designed for bachelor's and master's degree student - if needed to support other studies and agreed with your supervisor
 - <https://kielikeskus.jyu.fi/opetus>
 - <https://kielikeskus.jyu.fi/en/teaching-and-learning>





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JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

IN ENGLISH

Home > Kielikeskus - Language Centre > In English

Language Centre

In English

[Welcome visitors/Contact information](#)

[Study planning for international students](#)

[Teaching and learning](#)

[Courses for PhD and post-doctoral students](#)

[Staff training](#)

[Independent learner's section](#)

[Language centre exams, course compensation and evaluation](#)

[Internationally recognized language tests](#)

[Research and development](#)

[Language services](#)

Quick links

Welcom



The primary language and support services and learning options

IN ENGLISH

Etusivu > Kielikeskus - Language Centre

Yliopiston kielikeskus

Pääsivu

[Opetus](#)

[Ohjeita ja neuvoja](#)

[Itsenäinen opiskelu](#)

[Lähdössä vaihtoon?](#)

[Kieli- ja viestintäopintoja jatko-opiskelijoille](#)

[Henkilöstökoulutus](#)

[Kielipalvelut](#)

[Tietoa kielikeskuksesta](#)

[Anna palautetta](#)

[In English](#)

Pikalinkit

➤ [Kielikeskuksen tenttipäivät](#)

➤ [Henkilökunnan yhteystiedot](#)

Tervetuloa Välkommen Welco



Kielikeskus järjestää perustutkintojen edellyttämät kieli- ja viestintäkoulutusta jatko-opiskelijoille ja yliopiston henkilökunnalle ja yliopiston kansainvälistymistä tuottamalla yliopiston sisäisiä

Processing your language skill needs

- **Analyze your needs** for language courses
- **Discuss** with your **supervisor**
- **Plan** your language study **program**
- **Schedule** courses and keep with the schedule



More information...

- **korppi.jyu.fi**
 - [Academic Writing Modules](#)
 - Tieteellinen viestintä suomeksi
 - [Tieteellisen kirjoittamisen työpajat](#)
 - [Puheviestinnän työpajat](#)
- **kielikeskus.jyu.fi**

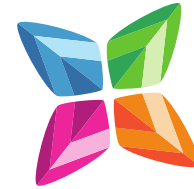


Basic principles for modules

- Basic structure: two 4-hour sessions with a small group of 8-15 individuals
- Pre-, mid- and post tasks as check points throughout the module
- Authentic texts
- Feedback from peer participants as well as instructors
- Online platforms to facilitate teaching and learning (e.g. PBWorks, Wordpress, Optima, Moodle)
- Modules are based on participant needs



Benefits for learners



- Participants have an opportunity to focus more in depth on one writing issue at a time
- Learners do not need to sit through teaching on aspects of writing which they have already mastered
- Modules create a forum for academic writers to share their writing insights and challenges
- Future module themes can be suggested by the participants themselves as they recognize their own needs (e.g. Effective introductions and conclusions)
- Participants only need to attend two 4-hour sessions instead of a longer course

"It gave me confidence, good tools to work with."

"English is challenging for me so I was nervous at the start of the abstract and conference skills module. But I gained so much help and confidence that I am really excited about the next module."

" Parasta oli toisten tekstien kommentoiminen ja palautteen saaminen. Työpaja laajensi näkökulmaa kirjoittamisesta, joka usein on yksinäistä puurtamista. "

" Työpajan ehdoton valtti oli myös ryhmän heterogeenisyys, koska se tuo perspektiiviä omaan tutkimukseen sekä tarjoaa mahdollisuuden tutustua monenlaisiin ihmisiin ja harjoitella työskentelyä heidän kanssaan. "



Academic Writing Modules

- XENA001 Consultation Module
- XENA004 Citation and Referencing
- XENA005 Cohesion and Coherence
- XENA006 Qualitative Writing
- XENA009 Effective introductions and conclusions
- XENA012 Creative Writing to Develop Academic Voice



Academic Writing Modules / Conference package

- XENA007 Conference Abstracts
- XENA008 Conference Presentations
- XENA010 Conference Posters



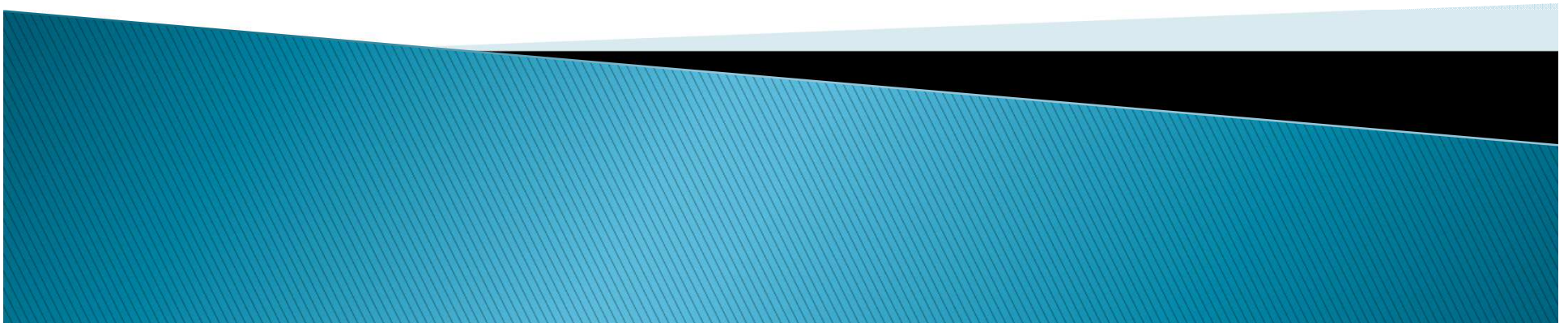
Tieteellinen viestintä suomeksi



- XKVA001 Tekstikonsultaatio
- XKVA002 Artikkelin kirjoittaminen
- XKVA003 Luonnoksesta tekstiksi
- XKVA004 Tekstin viimeistely
- XKVA005 Tutkimuksesta tietokirjaksi
- XKVA006 Kirjoittaminen vauhtiin
- XKVA007 Tieteen popularisointi
- XPVA001 Väittelijän viestintäosaaminen
- XPVA002 Konferenssitaidot

Introduction to IT services and training

JYU IT Services
Liisa Kallio



Contents

- ▶ User account for JYU IT systems and services
- ▶ University E-mail
- ▶ Workstations, WLAN, Remote access
- ▶ Advisory services and training
- ▶ Help & support



With user account you get access

- ▶ to JYU computer network
- ▶ to your own home directory U:
- ▶ jyu-student/jyu-staff WLAN
- ▶ JYU e-mail (ISA mail or exchange)
- ▶ Korppi study data system
- ▶ Optima and KOPPA learning environments
- ▶ Copying and printing



Managing your user account

- ▶ You can manage your user account in <http://salasana.jyu.fi/>
 - E.g. change password, confirm your university e-mail, update your contact information (office, phone)



Printing and copying

- ▶ Requires an active user account/copy key
- ▶ You can release your prints, scan and copy documents with any Xerox multiuse device at the campus
- ▶ Printing quota for students per academic year (no quota for staff)
- ▶ Printing and copying are managed by the university press

<http://www.jyu.fi/palvelut/yopaino/en>



University e-mail...



- ▶ E-mail account is created automatically
- ▶ You have to confirm your e-mail address in <http://salasana.jyu.fi> before you can use it.
- ▶ Student e-mail is called ISA mail
- ▶ Isa mail is based on Google mail (Gmail) and works exactly the same way as you would use your personal Gmail.
- ▶ Exchange (Outlook) e-mail for staff
- ▶ How to access your emails:
 - ISA mail <http://isamail.jyu.fi/>
 - Exchange mail <http://email.jyu.fi>
- ▶ <https://www.jyu.fi/itp/en/guides/topic/E-mail>



Workstations

▶ Software

- Basic software package in all JYU workstations (computer labs, staff workstations)
- Requests of other software/programs to IT support
- All installations and updates are made by JYUNET administrators.

▶ Software license agreements

- user licenses are granted for single installations or unlimited installations.
- Some license agreements allow also private use of software for staff and students

▶ Detailed information on license agreements and available programs:

<https://www.jyu.fi/itp/en/services/software>



Your own device in the University wireless network

- ▶ University has a wireless campus network which can be used by anyone with valid user account to university computers
- ▶ Secure W2 application is needed for Windows
- ▶ Wireless Connection
<https://www.jyu.fi/itp/en/guides> → Networks and remote connections → WLAN
- ▶ Use jyu-student or jyu-staff network
 - Jyu-guest is allowed only for short-term visitors and needs a guest account
 - In Agora you can use agora-open



Remote access

▶ VPN connection

- you can connect to the JYU network, enabling remote access to services that otherwise cannot be accessed outside of the JYU network

▶ Win SCP

- to upload and download files to and from your own university home directory (U-drive) and www-directory (W-drive)

▶ University library databases

- Library's NELLI-service or VPN-connection



IT training and support

- ▶ **How to use the JYU Dissertation Template and RefWorks reference manager –training**
(In co-operation with the Library)
- ▶ **Research support (SPSS & mrInterview)**
 - advice on collecting data, choosing suitable research methods, handling and analyzing data and group work and communication of research groups
- ▶ **Atlas.ti for qualitative analysis**
 - Technical support in atlas.ti@jyu.fi
- ▶ **Statistics Advisory (MaD 226)**
 - helps you with questions concerning statistical programs (SPSS)
 - Open Mon – Fri from 12pm–2pm



Guides and help

- ▶ **Instructions**

<https://www.jyu.fi/itp/en/guides>

- ▶ **Info package for new students**

<https://www.jyu.fi/itp/en/guides/tutorials/for-new-student>

- ▶ **Helpdesks Mon-Fri 9-15:**

- Mattilanniemi MaD134, tel. 014 2603600
- Seminaarinmäki A308, tel. 014 2603030

- ▶ **E-mail:**

pcsupport-sem@jyu.fi
pcsupport-ma@jyu.fi
pcsupport-ag@jyu.fi





Työelämäpalvelut - TEP

(in Finnish)

Koulutussuunnittelija Niina Pitkänen
Jatko-opiskelijoiden yleisopintoinfo
16.9.2013



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ



TEP pähkinänkuoressa:

Jyväskylän yliopiston työelämäpalvelut tukee opiskelijoita luomaan yhteyksiä työelämään jo opintojen aikana. Kaiken toimintamme tavoitteena on, että opiskelijoille muodostuu realistinen käsitys työelämästä ja omista työllistymismahdollisuuksista. Lisäksi pyrimme vahvistamaan opiskelijoiden työelämävalmiuksia yhteistyössä ainelaitosten kanssa.



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Työelämäpalvelut jatko-opiskelijoille

- Työpaikkojen välitys
 - [Repalinja](#) – työelämäpalveluiden sähköpostilista
 - [Osumia.fi](#) – työpaikat Keski-Suomessa
- CV-tuunaus ja työnhaun preppaus
 - annamari.rovamo@jyu.fi
- Työelämäopinnot
- Kohtaamistapahtumat
 - esim. Yrittäjäyöspäivä (seuraavan kerran keväällä 2014)





TYÖELÄMÄOPINNOT



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Mitä?

- Työelämäopintotarjotin: www.jyu.fi/tyoelamaopinnot
- Työelämäopinnot edesauttavat
 - työelämässä tärkeiden taitojen oppimista
 - työelämän periaatteiden, ilmiöiden ja rakenteiden ymmärtämistä sekä
 - opiskelijan oman osaamisen ja omien työllistymismahdollisuuksien hahmottamista
- Opintojen toteuttamisessa ovat mukana
 - ...kaikki Jyväskylän yliopiston tiedekunnat, kielikeskus, kirjasto sekä Jyväskylän yliopiston työelämäpalvelut



Miksi?

- Työnantajat eivät ole huolissaan korkeakoulutettujen substanssiosaamisesta, vaan muista taidoista!
 - Esim. projektitaidot, vuorovaikutustaidot, verkosto-osaaminen, asiakasosaaminen, myyntiosaaminen, kieli- ja kulttuuriosaaminen, moniosaajuus, asenteet, vastuunkato...
- Ura- ja sijoittumis seurannan tulokset:
 - Työelämävalmiudet eivät kehity yliopisto-opinnoissa siinä määrin, kun niitä työelämässä tarvitaan
- Opiskelijoiden työllistyminen vaikuttaa yliopiston rahoitukseen ja maineeseen



Mitä on tarjolla jatko-opiskelijoille?

- Työelämäopinnot ovat avoimia **kaikille** opiskelijoille; jokainen tarvitsee yleisiä työelämävalmiuksia
- Kunkin kurssin soveltuvuus osaksi omaa jatkotutkintoa tulee kuitenkin varmistaa etukäteen omasta tiedekunnasta, ellei kurssin tiedoissa muuta mainita



URAJ001 Näkökulmia työelämään jatko-opiskelijoille, 1 op

- **Mitä?** Kurssilla perehdytään nykypäivän työelämän ilmiöihin sekä kehitetään työnhaussa tarvittavaa ymmärrystä ja osaamista. Kurssin tematiikkaa lähestytään sekä yleisen että erityisesti tohtoroituvalle hyödyllisen työelämä tietouden näkökulmista.
- **Milloin?** 23.9.13 - 14.3.14
- **Kenelle?** Kaikille Jyväskylän yliopiston jatko-opiskelijoille pääaineeseen katsomatta.
- **Miksi?** Kerrytät työelämä tietouttasi, pääset kuulemaan asiantuntijoiden vinkkejä työnhakuun ja kuulet erilaisia tarinoita tohtoreiden urapoluista.



URAJ001 Esimerkkejä luennoista

- **Toimiva työyhteisö**, koulutuspäällikkö Sari Lassila, Vakuutusväen Liitto VvL ry
- **Sosiaalinen media työnhaussa**, sosiaalisen median pääkouluttaja Tom Laine, HC Services Oy, CEO Innopinion Oy
- **Vinkkejä työpaikkahaastattelussa onnistumiseen**, henkilöstöjohtaja Marjo Lalli, John Crane Safematic Oy
- **Kansainvälisen tutkijauran rahoitus**, koordinaattori Mikko-Olavi Seppälä, Säätiöiden post doc -pooli
- **Tohtorien uratarinoita yliopistomaailman ulkopuolelta:** toimitusjohtaja Joni Kettunen, Firstbeat Technologies Oy & yliopettaja Minna Tunkkari-Eskelinen, Jyväskylän ammattikorkeakoulu



Osaaminen on kokonaisuus!

- Työelämäosaaminen = tiedot + taidot + asenteet **työelämän kontekstissa**
 - Osaaminen kehittyy pääaineopintojen/jatko-opintojen lisäksi mm. opetus- ja tutkimustehtävissä, harrastuksissa, vapaaehtoistoiminnassa, ihmissuhteissa...
- Työelämäopintojen tarkoitus on **täydentää** kokonaisosaamista tarkoituksenmukaisesti
 - Tarjotin palvelee jokaisen opiskelijan kohdalla erilaisia, yksilöllisiä tavoitteita!
 - Olennaista on tunnistaa myös, mitä **ei osaa** ja mitä **pitäisi osata**, jotta omat uratavoitteet voi saavuttaa!



Lisätiedot:

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jyu.fi/tep

jyu.fi/tyoelamaopinnot

Työelämäpalvelut Facebookissa:

facebook.com/tyoelamapalvelut



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