



TAIDEYLIOPISTO
PL 1
00097 Taideyliopisto

KONSTUNIVERSITETET
PB 1
00097 Konstuniversitetet

UNIVERSITY OF
THE ARTS HELSINKI
PO Box 1
FI-00097 Uniarts

-

+358 9 7258 0000
www.uniarts.fi

The University of the Arts Helsinki's user guide for CRIS

The CRIS database is available in the address www.uniarts.fi/cris. You can also find the link to CRIS from the 'Tools' menu on the intranet Artsi.

You can log in by using your own Uniarts user name.

Reporting in the CRIS system:

- Members of the teaching and research staff with a monthly salary report on their work in the system. Teachers and researchers may choose to report also on the outputs of their activities that take place outside their total working time.
- Part-time teachers report on their work if the university has enabled and contributed to the creation of the output (e.g. as the producer of a concert, sponsor of a publication)
- Visiting researchers and grant researchers from outside the university who are still part of the university community may choose to report on their work (login requires a separate user name).
- Doctoral students' publications are recorded in the system, because the university has enabled the creation of publications by providing tutelage. A Uniarts username is required for login.
- Administration personnel's publication data is regarded as part of the university's outputs if the university has enabled and contributed to the creation of the result (e.g. as the producer of a concert, sponsor of a publication).

The main functions of the system:

1. My information: update your personal information
2. Add new: add the data
 - public artistic works (concerts, works, performances, exhibitions, productions, e.g.)
 - scientific and other publications (articles, monographs)
 - international visits (your own visits abroad and visits from abroad that you have hosted in Finland)
 - expert tasks (expert tasks outside the university, jury memberships e.g.)
 - significant projects (including all projects that have received external funding)
 - conferences organised by the University of the Arts Helsinki
3. Search: search for information on the activities of a person or a unit.
4. Reports: you may choose to generate an expert's report on your own information or a unit within a specific time period in the system.

The university's units and experts as well as publication and artistic activities are public content in the CRIS database. Data on expert tasks, international visits, projects and conferences organised by the university are only available to the members of the University of the Arts Helsinki.

Saving data

If you haven't used the database before, you will first need to save your expert information by clicking 'My information'.

If you want to upload a profile picture, follow the instructions below:

How to upload your profile picture:

1. Click 'My information' on CRIS
2. Click the text 'Move to edit page'
3. Click on the blue arrow on the left side of the text 'Attachments'
4. Upload your preferred picture in the section 'Attachment'
5. Select 'Omakuva' as the 'Type' from the menu
6. Click 'Save' on the bottom of the page. The picture you have uploaded will now be seen in your expert information.

The changing introduction on the front page of CRIS is drawn among those users who have uploaded a picture of themselves on their profile.

When you are saving data, first select the type (e.g. Artistic work) under the 'Add new' heading. Then select the (art)category (e.g. Performing arts or Music) and its subcategory (e. g. Directing or Solo performance).

You can find the list of publication types in the [Publication data collection instructions](#) by the Ministry of Education and Culture (link also on the front page of CRIS).

CRIS adds the data of the author and the unit automatically. However, you can change the author and the unit/department if necessary. If there are more people from the University of the Arts Helsinki involved in the work or the event, you can add them in the section 'Authors in organization'.

Only the fields that are marked with the color red are mandatory. You cannot save any data in the system if you haven't filled in the required fields. If you are unable to save the data, you will see a text at the top of the page with the notification: "Info: Action failed. Some of the fields marked as mandatory is missing."

The screenshot shows the SoleCRIS system interface. At the top, a red notification banner reads: "Information failed. Some of the fields marked as mandatory is missing." Below this, the form is titled "Literature/Manuscript, adaptation". The form fields include:

- Category:** Literature
- Subcategory:** Manuscript, adaptation
- Type:** F1 Published independent work of art, F2 Public partial realisation of a work of art, F3 Model or design adopted for production/line
- Person:** Nevalainen Miika
- Unit:** SBA/Johdon tulo
- Title:** Käsikirja
- Description:** (empty field)
- Start date:** 06.10.2015
- End date:** (empty field)
- Place:** Sibelius Academy environment, Aino Ackla -sali (T. tulo)
- City:** Helsinki
- Country:** (empty field)
- Internationality:** (empty field)
- Production:** University of the Arts Helsinki

Always check that the registration year is the same as the year when the work, performance, visit, etc. took place. Pay particular attention to this when you are saving data on activities from earlier years.

1. Artistic works

In this context, public artistic outputs are defined as published works and publications of a permanent nature (such as compositions and recordings) as well as performances or similar public events (such as concerts, tours, exhibitions, or productions).

Title of the work, performance or concert: Please use a distinct name that individualises the work from other similar works.

Description: Write a short description of the content of the performance or the event, e.g. a more detailed information of the programme of the work (e.g. a composition should include the data on the year of the composition, duration, ensemble, publisher, information on the premiere).

Start date or the date of the performance/concert: The date can also be the date when the work was finished.

End date: Write the end date for a tour or a concert series, e.g.

Place: If the event took place in one of the University of the Arts Helsinki's locations, select the place in the menu. In other cases, select 'Other location' and type in the place in the empty field.

City: Write the name of the city.

Country: Select the country from the menu. If you cannot find the country you are looking for, please ask the main user (cris@uniarts.fi) to add the country to the list.

Production: Select the academy of the University of the Arts Helsinki that has been the main producer. If the producer was other than the university, select 'Other' and type in the producer in the empty field.

Additional information: You may choose to provide additional information. All the information will only be saved once. If the performance or the concert is performed several times but has the same content, it will only be saved in the system once. The main user may remove information that has been saved in the system multiple times.

2. Publications

Publications include scientific monographs, articles, ICT applications, and patents and invention notifications.

The publication data must be as detailed as possible. The University of the Arts Helsinki's library will check the publication data and correct and supplement them if needed. After the library has verified the details, the data, along with the references, will be locked and sent over to the Ministry of Education and Culture. The author of the publication won't be able to change the data afterwards. If you need to change the data later on, please contact the main user by emailing cris@uniarts.fi.

If the publication has several authors, add all authors to the 'Authors' field in the order they appear in the publication, regardless if they are Uniarts Helsinki researchers/staff. Enter the total number of authors to the 'Number of authors' field.

If other authors are also members of the University of the Arts Helsinki's staff, you can add them by clicking on 'Author in organization' in the form. This will link the publication to all of the authors in CRIS, but the Ministry won't receive any unnecessary notifications of the same publication.

The publication year is the year when the publication was published as a version that includes complete reference information for the first time. As far as online first articles are concerned, complete reference information comprises a DOI and an ISSN identifier. The publication years for the online version and the printed version of the journal may differ from each other. The publication year is generally available in publications. If this is not the case (e.g. in some digital material), the publication year must be verified by the publisher.

If you have written a thesis (e.g. dissertation), you may choose to report on it in the section 'Publication' in the category 'Dissertations'. The primary place to record data on theses, however, is a separate thesis database (e.g. eThesis for SibA, ARSCA for KuvA, and Helda and Acta Scenica for TeaK). If you have acted as the supervisor for a doctoral thesis, you will report on it in the section 'Expert task' in the category 'Teaching merits' → Teaching supervision.

The publications are reported according to the publication type classification provided by the Ministry. The definitions of the publication types are available in an attachment on the front page of CRIS.

Conference publication

A conference publication refers to a collection of articles that have been accepted to be presented and published in a regularly organised conference. The publication may be published in the publication series of the conference or by an external science publisher or the organiser of the conference (see below). This is a typical publication form in the fields of computer science ja technology. The publisher of a conference publication can be:

1. a scientific society or organization responsible for organizing the conference, in which case the publication is published either
 - a. in the society's own series which has an ISSN identifier, or
 - b. supported by the society, but not as a series, in which case the publication has an ISBN identifier instead of an ISSN identifier
2. a local host organization responsible for organizing the conference, e.g. a university. In this case the publication usually only has an ISBN identifier.
3. an outside party, such as Springer's Lecture Notes in Computer Science series. Outsider publishers' series can include publications from different conferences. Usually in these cases the publications have an ISSN identifier.

A conference proceeding is not a typical publication form in the fields of social sciences, humanities, natural or medical sciences. Articles of a research book that have been written based on a presentation in a one-off event are entered as research book articles. Articles that are published in scientific journals are always entered as articles even if they are based on conference presentations. In the afore-mentioned instance, the publication forum level is based on the the practices of the publication type in question. The publication forum level of a conference publication is always determined on the basis of the established name of the event in the Publication forum.

The public nature of a conference publication is defined using the same principles as other publications, meaning it has to be publicly available. Publications that are in the collection of an individual library (e.g. publication archives) or documents published on a researcher's public website are not publicly available. A publication that is only distributed to conference participants or to those with limited online access is not publicly available. If a publication is distributed on a CD-ROM or a flash drive and has an ISBN identifier, it means that the publication is publicly available.

The extent of the conference publications varies. Only the complete written versions of a conference presentation (full paper) are taken into account in the Ministry's data collection. The definition of a full paper is determined by the prevailing practice in the field, and therefore the number of pages isn't the only deciding factor. The abstracts, extended abstracts, posters and Powerpoint presentations related to conference presentations are not taken into account. An article is classified as A4 only if the whole manuscript, not just the summary, has been refereed. The established name of a regular conference usually appears in the name of the parent publication.

3. International visits

The system collects data on teacher, researcher and artist visits to foreign universities and art organisations when the participants include members of the University of the Arts Helsinki's personnel. Data is also collected on foreign researchers' and teachers' visits to the University of the Arts Helsinki and their work here. The data on the visits

may be collected by the International affairs unit or the teacher-in-charge of the visit/work. The Ministry of Education and Culture has set a minimum of two weeks as its criterion for data collection related to visits. Nevertheless, it is important that you record all visits in the system so that the university can use the data to review and develop its operations.

4. Expert tasks

There are several categories in expert tasks. Save the data on the most important tasks and the tasks that you wish to report on in your unit, academy, and the university, and the ones that you want to have recorded in your own expert information.

Tasks that you wish to record may include:

- External (outside the university) and international evaluation, expert and jury duties (e.g. competitions, artistic professorships, artistic directorships of festivals).
- Dissertation supervision
- Working and artist grants and significant grants awarded by funds and foundations

Internal evaluation assignments within the university are NOT recorded in the CRIS database.

If you have given a presentation in a conference, the information will be saved in your expert tasks in the category 'Presentations'. If the presentation is also published, report on it separately in the section 'Publication' (e.g. an article in a conference publication).

5. Conferences organised by the University of the Arts Helsinki

Conferences that are organised or coordinated by the University of the Arts Helsinki or its academies will be reported on in the section 'Conference'.

6. Projects

All significant projects of a department or a unit, including all projects that have received external funding (e.g. EU programmes and projects funded by the Academy of Finland) must be reported on in the section 'Project'. The external sponsor is also added to the section 'Financiers' (at the bottom of the page).

How will the data be used?

The data on artistic works and publications on the CRIS database is public. The link to CRIS is also available on the University of the Arts Helsinki's website. It is a way for the university to make its experts and their activities more publicly known.

Units are encouraged to use the CRIS data reports in the performance reviews of the personnel as well as in the evaluation and development of the unit's operations.

CRIS is also a central way of collecting data on the University of the Arts Helsinki's societal impact.

The university reports on its operations and the results of its operations to the Ministry of Education and Culture on a yearly basis. The basis of the report is the data on

publications, artistic work and international visits that have been reported in the CRIS database. The operational goals are determined in the performance agreement signed by the Ministry and the University of the Arts Helsinki, and the funding criteria of the operations have been specified in the funding model for universities. The results of the operations have a significant impact on the following year's funding.

Uniarts Helsinki reports and transfers publication data on a monthly basis to VIRTAs publication information service from where the Ministry of Education and Culture collects the data on certain dates. The data transferred to VIRTAs will also be publicly available in [JUULI publications portal](#). Publications transferred to VIRTAs can also be used in The Academy of Finland application process.

Training and support

If you have any questions related to CRIS, please send them by email to cris@uniarts.fi. We will arrange guidance and help with the use of the system if necessary.

Contact persons:

Publication data checking:

Erkki Nurmi (library), erkki.nurmi@uniarts.fi, 040-7104222

Harri Ollikainen (library), harri.ollikainen@uniarts.fi, 050-4775445

Artistic activity, international visits and conferences, expert tasks:

Katariina Kivistö-Rahnasto (Academy of Fine Arts, CRIS main user),
katariina.kivisto-rahasto@uniarts.fi, 045-6578264

Alina Savolainen (Theatre Academy), alina.savolainen@uniarts.fi, 0400-792089

Emmi Ruth (Sibelius Academy), emmi.ruth@uniarts.fi, 050-4427298

Helena Haimi (shared services of the University of the Arts Helsinki),
helena.haimi@uniarts.fi, 040-7104293