

## 21. Student guidance, tutoring and supervision

All TRANSMED students get study guidance both in groups and individually from TRANSMED coordinator at the start of their studies. Every student should complete one feasible personal study plan in SISU during period I of the 1<sup>st</sup> study year. Change of study track requires creation of an acceptable updated personal study plan in SisU. Upon graduation, all degree requirements of the selected study track have to be met.

*Objectives for supervision and guidance (instructions for teachers)*

- To increase the student's awareness of different career options
- To help the students to plan and complete studies in alignment with their individual goals and interests
- To support the development of student's professional identity as experts in their field

STUDENT'S JOURNEY IN TRANSMED (MASTER'S PROGRAMME IN TRANSLATIONAL MEDICINE)			
FIRST YEAR		SECOND YEAR	
TERM 1	TERM 2	TERM 3	TERM 4
PSP for two years	Study track choices	Thesis supervision agreement	Sisu-check for graduation
TMED-001 Personal Study Plan	Internship/traineeship	Thesis research plan	
TMED-901 Career Development			
TMED-994 Translational Medicine Thesis Seminars			
Peer tutoring			
PSP group coaching			
PSP individual coaching			
	Mentoring groups		
		Master's thesis supervision	

*Responsibilities, division of duties and collaboration*

**Student (peer) tutors** contact admitted applicants already in spring to provide student perspective to TRANSMED studies and student life prior the applicants make their admission decisions. At the beginning of studies, peer tutors help incoming domestic and international students with practical arrangements when settling in Helsinki and in the Faculty of Medicine and organize social activities to promote the development of group identity among new students. Tutors collaborate also with the student organization Impactus to promote interaction with elder TRANSMED students and with other student communities in Faculty of Medicine.

**PSP supervisor (programme coordinator)** provides collective guidance and support in study planning during the orientation week. The guidance continues with an individual appointment, and later study guidance can be arranged upon need either on-line or in person.. PSP supervision in groups and individually are part of the teaching and working plan of the coordinator. For the student, participation in individual and group coaching at the start of the studies is compulsory. The student is also responsible for keeping the study plan updated throughout the studies.

**The International Exchange Services and Education Cooperation** provide expert advice on international exchange studies and traineeships or in selecting studies in other Finnish universities.

**Career services** participate in teaching of the Career Development course with special sessions and student assignments. They support students' ability to identify and describe their individual skills

and expertise and provide tools for exploring career and employment opportunities. For students, the course is obligatory.

**Mentors, who can be teachers, doctoral researchers, post-doctoral researchers or alumni**, are selected based on applications through an annual call. Mentors meet their assigned mentor groups (max. six students) in either face-to-face or on-line sessions (min. 1 h) twice per term to discuss professional aims. Mentors offer group mentoring until the end of the second study year of the students. Student's attendance to the assigned mentoring group is voluntary after the first session, but the student needs to inform the mentor or programme coordinator if discontinuing attendance. The mentors schedule their own sessions and the group mentoring hours can be included in the work plans.

**Master's thesis supervisor**, who must hold at least a doctoral degree, is responsible for arranging the scientific supervision as well as the necessary materials, tools and equipment for the thesis project. The supervisor also provides feedback and advice on academic writing. The student and supervisor(s) agree of a project of suitable scope which can be completed during 5 months of full-time work and describe the practical arrangements of supervision in a thesis supervision agreement. The student is responsible for filling in the terms of the supervision agreement and for submitting a feasible research plan as part of completion of the Translational Medicine Thesis Seminars before starting the project.

**Programme coordinator** together with the planning officer coordinates tutoring activities, arranges the calls and selects the mentors. Coordinator and planning officer also guide students in using Sisu and the studies.fi service.

**Student services** handle study right issues and applications concerning special arrangements. They also handle Sisu-applications for recognition of prior learning and graduation. Guidance counsellors can be consulted for advice in study strategies and time management.

**TRANSMED board** reviews annually the students' progress. The board monitors the quality of guidance and supervision through feedback from Personal Study Plan and Career Development courses, from mentoring groups, the annual hearings of the students and the follow-up of students' progress. The board is also responsible for the practices in development of supervision and guidance.

**The programme director** together with programme planning officer contacts students with slow progress to offer study guidance consultation.

*Supervision and guidance from student perspective (instructions for students)*

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PSP for two years TMED-001 Personal Study Plan TMED-901 Career Development	Study track choices Internship/traineeship	Thesis supervision agreement Thesis research plan	Sisu-check for graduation
TMED-994 Translational Medicine Thesis Seminars			
Peer tutoring			
PSP group coaching			
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	Mentoring groups		
		Master's thesis supervision	

## PSP supervision

- PSP supervision starts with obligatory group guidance sessions during orientation week.
- You also need to attend an individual guidance session and complete a feasible timed study plan for the entire degree in Sisu in Period I. This is required for completion of the TMED-001 Personal Study Plan course.
- Later, you may ask for an individual on-line or face-to-face guidance appointment with the coordinator any time during your studies until you graduate. For the sessions, you need to have an updated study plan with timings in Sisu. In these sessions, you can discuss optional and elective courses, plans for recognition of prior learning or individual timing needs e.g. due to student exchange.

## Study track choices and career

- The obligatory Career Development course, arranged in collaboration with the Career Services at the beginning of your studies, helps you in identifying your interests and skills, provides information on career and employment options, and supports your choice of study track.
- During the first study year, you will be assigned to a mentoring group. The mentors are teachers, researchers or alumni, and the mentoring groups meet twice per term either face-to-face or remotely to discuss professional development and future careers.

## Master's thesis process

- You start attending the Translational Medicine Thesis Seminars from the start of the studies to discuss presentations by elder students. During the seminars, you learn about the research opportunities and research groups, as well as acquire skills in scientific discussion and presentation in a safe environment.
- Before starting your thesis project, you and your supervisor sign a supervision agreement, which defines the practical arrangements in supervision. Your supervisor is responsible for arranging the scientific supervision and provides feedback and advice on academic writing.

## Progress in studies

- The programme director and board follow the overall progress of students in studies. If the progress of your studies deviates markedly from your personal study plan, you may be invited by e-mail to a PSP check appointment with the coordinator. Your responsibility is to respond to this offer.

[Student guidance methods provided by the University Services can be found in Flamma.](#)