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General Guidelines on PSP Advising and the Use of OodiPSP at the University of Oulu

Education Council Decision B7/2012

The Education Council of the University of Oulu decided on 19.5.2010 that all degree programmes must adopt the OodiPSP online study plan for their students beginning with students starting their studies in the autumn of 2011. The use of the OodiPSP tool is in line with the goals laid out in the University's strategy. It is linked to increasing the number of completed degrees and shortening the time it takes to complete a degree. In the future, OodiPSP will be adopted on every degree level.

This document contains **the guidelines and minimum requirements for PSP advising** (or personal study plan tutoring). These guidelines were created to facilitate the resource allocation and organisation of PSP advising and to ensure that the procedures concerning personal study plans are consistent in all faculties. Faculties may, of course, offer their students more advising than is outlined in this document. This document was created with input from Chief Academic Officers, tutor teachers, the Student Union of the University of Oulu, persons responsible for the implementation of the OodiPSP tool as well as others. This document was also discussed in the First Year Studies Strategic Group.

Aims and Goals

OodiPSP is an online study plan tool used by students and tutor teachers (or other such PSP advisors) at the University of Oulu. Each student at the University prepares a personal study plan (PSP) for their bachelor's and/or master's degrees and their teacher tutor or other advisor monitors the realisation of the plan. The PSP is a working document and it must be reviewed and updated on a regular basis.

The aims and goals of the PSP process are the following:

1. The PSP process helps students commit to their studies and to the University.
2. The PSP allows students to keep track of their progress and the choices they have made during their studies. Tutor teachers and other PSP advisors offer students information and guidance and help them plan and realise their studies.
3. A personal study plan made with future plans in mind motivates students to graduate.
4. The PSP is a good way for University staff to follow the progress of their students and to provide support and guidance at times when it is the most useful.



OodiPSP Guidelines at the University of Oulu

All faculties and departments at the University of Oulu must ensure that **each student starting their studies at the University has a tutor teacher or other PSP advisor assigned to them. It is also imperative to ensure that each student knows who their tutor teacher or PSP advisor is.**

When assigning tutor teachers, faculties and departments should pay attention to personnel resources; no one person should have too many students to tutor. The **minimum requirements** for OodiPSP advising at the University of Oulu, from the beginning of studies to a completed master's degree, are detailed in the following table.

Time	Students	Tutors
Orientation: immediately at the beginning of the first autumn semester	Students participate in student tutoring group sessions and an information session organised by their faculty. In these sessions the students are introduced to the PSP process and their tutor teacher and/or other PSP advisor.	An information session organised by the faculty. Tutor teachers and/or other PSP advisors meet their tutoring groups.
1st year of studies	Students prepare their first OodiPSP study plan and send it to their advisor for review. This study plan must cover at least the first year of studies.	Advisors review the students' study plans in Oodi and comment on them. A personal meeting with the advisor. Students and advisors discuss study-related matters and the students' first personal study plans. Recognition of prior learning (RPL) is also a part of PSP tutoring. Guidelines on RPL can be found on the University's website: http://www oulu fi/english/studying/supporting-your-studies/recognition-prior-learning-rpl Students who have already completed a bachelor's degree somewhere else and have come to the University of Oulu for their Master's degrees should discuss the status/progress of their thesis with their advisor.
2nd and 3rd years of studies	Students update their OodiPSP study plan each year and send it to their advisor for review.	Advisors must review and comment on the students' study plans within three (3) weeks after receiving them. A personal meeting with the advisor during either the 2nd or 3rd year of studies. If relevant, the students should also discuss the status/progress of their thesis with their advisor at this meeting. Students who have already completed a bachelor's degree somewhere else and have come to the University of Oulu for their master's degrees can combine their study plan tutoring with their thesis tutoring. These students can be helped when choosing a thesis topic that takes into account their study history and future plans. Career counselling becomes increasingly important at this stage. Students may receive career counselling from both their own subject and the Student Services of the University of Oulu.
4th year of studies	Students update their OodiPSP study plan and send it to their advisor for review.	A personal meeting with the advisor. Advisors must review the students' study plans within three (3) weeks after receiving them. Students advancing to master's degree programmes are given personal and student tutoring group.



UNIVERSITY of OULU

OULUN YLIOPISTO

Last year of studies	Students update their OodiPSP study plan and send it to their advisor for review.	Students' PSP advising may be combined with their thesis tutoring. The students can be helped when choosing a thesis topic that takes into account their study history and future plans. Career counselling becomes increasingly important at this stage. Students may receive career counselling from both their own subject and the Academic Affairs of the University of Oulu.
International exchange, work placement, military service, parental leave, etc.	Students must update their OodiPSP study plans to accommodate an exchange period, work placement, or other such factor. Matters pertaining to the progress of the student's studies and goals must be taken into account. Students going on international exchanges must choose their exchange studies with their study plan in mind.	A personal meeting with the advisor in good time prior to the period of absence (exchange, military service, etc.). Students discuss matters concerning the progress of their studies with their advisors based on their study plans. In case of student exchanges, these discussions should also touch upon the accreditation and possible approval of studies to be completed during the exchange period.

Additional and Optional Advising

Students may seek guidance and tutoring independently, as the need arises, from the Academic Affairs of the University of Oulu, for example. Online material concerning study skills can be found at the following addresses:

<http://www.oulu.fi/verkostovatti/english/campfire/leipis.htm>

<http://www.oulu.fi/verkostovatti/english/learning/leipis.htm>

Use and Development of OodiPSP at the University of Oulu

The use of OodiPSP is constantly being developed at the University of Oulu. The following guidelines concern all faculties at the University and they are intended to support the study plan process and the implementation of the OodiPSP tool:

1. All degree programmes must implement the OodiPSP online study plan for their students beginning with students starting their studies in the fall of 2011.
2. Orientations organised by the faculty and student tutoring groups must introduce students to personal study plans and the OodiPSP tool.
3. Students are provided with the opportunity to produce weekly schedules on Oodi directly from their OodiPSP study plans. Tutor teachers or other PSP advisors may include these student schedules (Lukkari) in their PSP tutoring and comment on the students' time management plans/skills based on these schedules as well as the actual OodiPSP plans.
4. Students are invited to a personal PSP meeting **at least twice during their bachelor's degree studies and at least once during their master's degree studies**. Students should also be invited to a personal meeting before they go on international student exchange or if their studies will be interrupted for an extended period of time for any reason (military service, parental leave, sick leave, etc.). In these cases the students should update their study plans to accommodate the period of absence. Students entering master's degree programmes or students who are coming to the University of Oulu from other universities or fields must prepare their own personal study plans, after which they are invited to a personal meeting.



UNIVERSITY of OULU
OULUN YLIOPISTO

5. If a tutor teacher or other PSP advisor notices that a student's studies are not progressing according to their study plan, the advisor must invite the student to a personal meeting.
6. All the hours that tutor teachers and other PSP advisors spend on PSP advising must be included in their total working time.
7. Academic Affairs supports tutor teachers and other PSP advisors in their work and helps them with the PSP process. Tutor teachers and PSP advisors receive reports on the study progress of their students at least once per term (at the end of January and August) through WebOodi. The report is sent to group advisors created in with WebOodi grouping tool.
8. Academic Affairs prepares general guidelines on practices concerning personal study plans for both students and teachers. These guidelines will also include instructions for the use of the OodiPSP tool: <http://www oulu.fi/oodienglish/students/study-plan>
9. An approved personal study plan ensures a completed degree when the plan is followed. The University of Oulu reserves the right to alter degree structures.