

Supervision and guidance in Master's Programme in Translational Medicine

Overall description of supervision and guidance (to be published in Flamma and on the Instructions for Teaching)

Objectives for supervision and guidance

- 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 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			
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 individual guidance appointments until the student graduates. 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 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.

The programme and education coordinators collaborate in supervision of the tutoring activities, and in arranging the calls and selection of the mentors. They also guide students in using Sisu and the Studies Service.

On-site 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.

Together with the education coordinator, the **programme director** contacts students who are behind schedule to offer study guidance consultation.