Academic affairs steering group commented the policies between 17 August and 14 October 2021. The policies have been revised in response to the comments.

Guidelines on PSP tutoring

University of Oulu

This guideline on the minimum requirements and main outlines for PSP tutoring is intended to facilitate the implementation and resourcing of tutoring and to ensure that the PSP processes are consistent across all faculties as far as students are concerned. The faculties may provide more tutoring than what is outlined in this guideline.

Objectives

At the University of Oulu, the PSP maintained in the Peppi system is a tool for the student and their tutor teacher or other PSP tutors. The Academic Affairs Service Team prepares a PSP for the student based on the curriculum indicated by their study entitlement. The student edits the PSP template into their personal study plan for completing a bachelor’s and/or master’s degree, and the tutor teacher or other tutor monitors its implementation. As a personal plan prepared by the student, the PSP does not oblige the faculties to arrange any teaching that deviates from the curriculum.

The PSP is a flexible plan that should be reviewed and updated whenever deemed necessary. The PSP maintained in Peppi is based on the current curriculum and serves as a basis for the degree.

The objectives of the PSP process are the following:

1. The PSP process helps students commit to their studies and to the University.
2. The student is able to keep track of their progress and the choices they have made during their studies. A tutor teacher or other PSP tutor provides guidance, discussion help and advice on the planning and implementation of studies.
3. A personal study plan made with the plans for the future 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 on a timely basis.

PSP guidelines

All faculties and degree programmes at the University of Oulu are required to ensure that each student has a tutor teacher or other PSP tutor resource assigned to them in accordance with the tutor teacher principle. See the principles of tutor teacher activities and other material on the Tutor teacher activities service card in Patio. The minimum requirements for PSP tutoring at the University of Oulu, from the beginning of studies to a completed master’s degree, are detailed in the following table.

Bachelor’s stage PSP

The Academic Affairs Service Team prepares the student’s first PSP in Peppi before the commencement of their studies based on the degree structure indicated by their study right. The PSP is based on the current curriculum and
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serves as a basis for the degree. The student uses their starting year or newer curriculum. If a student does not have a starting year or newer curriculum available because of e.g. major changes made to the degree structure after the student’s starting year, the PSP can be prepared using a more general degree structure template, the detailed content of which will be reviewed together with the PSP tutor.

The student and the PSP tutor follow the procedure outlined in Table 1 below.

Master’s stage PSP ¹)

The master’s stage PSP will be available to the student after the student’s right to study for a master’s degree is confirmed and a PSP template is prepared for the student based on the degree structure indicated by the study right. The PSP will be prepared for the student when they have completed about 120 credits worth of bachelor’s degree studies.

If the student is admitted to only complete a master’s degree and does not proceed to the master’s degree from their own bachelor’s programme, a PSP template will be prepared for them in Peppi based on the degree structure indicated by their study right before the commencement of their studies.

The student and the PSP tutor follow the procedure outlined in Table 1 below.

<table>
<thead>
<tr>
<th>Time</th>
<th>Student</th>
<th>PSP tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s stage</td>
<td>The student participates in orientation week information sessions and tutoring, where they are introduced to the PSP process at the University of Oulu and become acquainted with their tutor teacher and/or other PSP tutor.</td>
<td>Information session and tutoring meetings where tutor teachers and/or other PSP tutors meet their groups.</td>
</tr>
<tr>
<td>1st year of studies</td>
<td>The student gets acquainted with the degree PSP in Peppi, selects studies as applicable and submits the PSP to their tutor for commenting or approval.</td>
<td>The tutor comments and/or approves the student’s PSP in Peppi. A private or group meeting with the tutor to discuss matters related to the studies and the student’s first PSP. The themes of the early-stage PSP tutoring also include the recognition of prior learning. Students have the opportunity to receive career guidance in support of their choices both from their own subject and from Academic Affairs.</td>
</tr>
<tr>
<td></td>
<td>The student updates their PSP on an annual basis as needed and submits it to their tutor for commenting or approval.</td>
<td>The tutor comments and/or approves the student’s PSP no later than 3 weeks after having received the PSP. A private or group meeting with the tutor during either the</td>
</tr>
</tbody>
</table>

¹ The guidelines also apply to the undergraduate degrees of Licentiate of Medicine and Licentiate of Dentistry.
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<table>
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<tr>
<th>2nd and 3rd year of studies</th>
<th>At least six months before graduation, the student checks that all the courses leading to the degree have been included in the PSP. The degree certificate is based on the studies included in the PSP.</th>
<th>second or the third year of study. The starting of/ progress made with the thesis will be addressed in the discussions as applicable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s stage</td>
<td>The student gets acquainted with the master’s stage PSP in Peppi, selects studies as applicable and submits the PSP to their tutor for commenting or approval.</td>
<td>A private or group meeting with the tutor. The tutor comments and/or approves the student’s PSP no later than 3 weeks after having received the PSP. Private or group tutoring is arranged for those transferring to master’s programmes. In the discussions with students who have been admitted to study for a master’s degree directly, the starting of the thesis will be addressed if applicable.</td>
</tr>
</tbody>
</table>

The student updates their PSP to Peppi as needed and submits it to their tutor for commenting or approval.

At least six months before graduation, the student checks that all the courses leading to the degree have been included in the PSP. The degree certificate is based on the studies included in the PSP.

The tutoring of the student’s studies can be combined with the thesis tutoring: Students are tutored in the choice of the thesis topic, taking into account their study history and plans for the future. The significance of career guidance is pronounced at this stage. Students have the opportunity to receive career guidance both from their own subject and from Academic Affairs.

PSPs for non-undergraduate students

In the Peppi system, a PSP is prepared for all who pursue studies, including postgraduate students and non-degree students. As a general rule, a PSP is prepared for studies which the student is entitled to study. This section explains how to prepare PSPs for different groups of students.

Exchange students
- use a blank PSP with the module heading ‘Exchange studies at the University of Oulu’.
- the student searches for and adds courses to the PSP according to the approved curriculum.
- the same curriculum template can be used for all exchange students at the University.
- the template may be valid for several years.

Separate study entitlements that are applied for as modules in the Studyinfo.fi (e.g. studies in music as a teaching subject, teacher’s pedagogical studies)
- previously created curricula are used for minor subjects and other recognised modules.

Study entitlements for supplementary studies and other separate study entitlements
- if the study entitlement consists of separate studies from different disciplines or faculties, use a blank curriculum with the module heading ‘Supplementary studies’, etc., to which the student retrieves the courses.
- if the study entitlement consists of a recognised module, a blank curriculum can be used, to which the student retrieves the module concerned. If a curriculum exists for the module, it can be added to serve as a basis for the PSP when the study entitlement is registered in the system.

Fitech, Lito and other nationwide studies
- cross-institutional study service
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Open university and continuing education students
- the PSP is a supplementary component of education subject to a tuition fee.

Doctoral students
- A PSP is prepared for doctoral students by the Academic Affairs Service Team based on the curriculum indicated by their study right.

Additional guidance in support of studies
Students may seek guidance independently as needed, from Academic Affairs, for example. Material for independent study in support of studies on subjects such as study skills has been compiled on the Supporting your studies web pages. These materials can also be used as part of tutoring.

Instructions for PSP tutors and students in the Peppi services
Instructions for students and PSP tutors will be published at the Peppi services wiki during the transitional period.