

## Academic Counselling Plan

This academic counselling plan is prepared for the Master's Programme in Research and Innovation in Higher Education (MARIHE) in the School of Management.

The aim of the plan is to support students' successful progression in their studies. The plan provides relevant information and guidelines of the actors and roles concerning the programme, and provide advice and consulting for the students regarding their quires, concerns and challenges. As a result, students will receive better guidance for their studies and they can support on advice by the staff when encountering into any confusions or difficulties in their studies.

### What kind of work distribution, roles and responsibilities do we have and need?

To implement the academic counselling plan, it requires the efforts and contribution of all teachers, administrators and students involved in the programme.

### Responsibilities of key actors in the Marihe programme

Actors	Responsibilities
Head of the Marihe programme Seppo Hölttä	<ul style="list-style-type: none"><li>• Overall responsibilities of the programme.</li><li>• Representing HEG/UTA in making decisions in Marihe consortium board meetings or other occasions where joint decisions are needed.</li><li>• Communicating with programme consortium partners and stakeholders on major issues related to Marihe programme development.</li><li>• Planning and coordinating for Marihe programme development within HEG/UTA.</li></ul>
Head of academic counselling Yuzhuo Cai	<ul style="list-style-type: none"><li>• Planning and coordinating the academic counselling.</li><li>• Coordinating teaching in different modules.</li><li>• Contact person for students regarding issues related to their study, academic affairs in the programme as well as student employability development.</li><li>• Counselling for students who are encountering difficulties in their study.</li><li>• Coordinating the student course evaluations, and facilitating dialogues between teachers and students regarding quality of teaching.</li></ul>

<p>Study programme coordinator Maria Ranta</p>	<ul style="list-style-type: none"> <li>• Contact person for students regarding general/administrative issues regarding their study in the programme.</li> <li>• Preparing agenda of key issues for discussions.</li> <li>• Facilitating dialogues and information exchange between key actors in the programmes.</li> <li>• Providing students answers to common questions regarding the programme.</li> <li>• Organising quality monthly meetings, student course evaluation surveys, and programme planning meetings.</li> <li>• Communicating with stakeholders of the programme for promoting the programme.</li> <li>• Assisting students to understand responsibilities of key actors in the programme, e.g. Head of Marihe Programme, Head of Academic Counselling and module responsible teachers.</li> </ul>
<p>Module responsible lecturers  Seppo Hölttä Jussi Kivistö Vuokko Kohtamäki Yuzhuo Cai</p>	<ul style="list-style-type: none"> <li>• Ensuring the quality of the module and coordinating guest lecturers teaching in the module.</li> <li>• Discussing with students on issues related the module but informing the Head of the Programme and the Head of Academic Counselling.</li> </ul>

### **How do we know we have succeeded? How can we monitor, evaluate and develop academic counselling system in this degree programme?**

The following deliverables can be used to verify the implementation and attainments of the goals mentioned above:

- 1) Student feedback (Both formal evaluation on each module and feedback collected from quality coffee)
- 2) The destination of graduates (further study or employment)
- 3) The reputation of the programme (measured by the number of applicants, especially self-paying student applicants)
- 4) The feedback from the students' internship organisations

### **What kind on shared guidance practices do we need?**

- The programme must develop and improve course and study related information, and make them accessible to the students.

- Students will receive clear guidance for their study.
- Students can always receive support or advice when encountering into any confusions or difficulties in their study.
- Student can provide their feedback about the study programme, teaching and other related issues in multiple channels.
- Students will be surveyed every semester regarding their employability development.
- Students will receive support for employability development through organised internship and career advice.