



## Personal Study Plan

Master's DP in Education and Globalisation

What is a Personal Study Plan (PSP)?

PSP is a written plan made by the student regarding his/her studies. In the EdGlo programme the student makes his/her personal study plan at the beginning of studies (during September first year). The plan will be reviewed during the course of studies

PSP consists of two parts: Part I covers the structure and timing of the degree programme studies and Part II student's objectives and self-assessment.

Why should I make a PSP?

You are able to set your own goals for studying and you are able to write down a concrete study plan to attain your degree. You will be able to schedule your studies realistically and monitor your study progress.

How do I make a PSP?

- i) Part I: Structure and Timing of Studies is completed in Weboodi ePSP system and submitted to your Academic Advisor via Weboodi.
- ii) Part II: Objectives and Self-Assessment is completed by using the EdGlo PSP word document available at <http://www oulu.fi/ktk/edglo/information-for-current-students>. The document is sent to the Academic Advisor via email.
- iii) Academic Advisor will invite each student for a PSP discussion where student's study plan will be approved and student's objectives and expectations will be discussed together.

### PART I: STRUCTURE AND TIMING OF STUDIES (WEBOODI)

This is how you can get started:

Weboodi PSP Guide for Students is available at: [http://www oulu.fi/oodi/Ohjeet/OodiPSP\\_Guide\\_for\\_students.pdf](http://www oulu.fi/oodi/Ohjeet/OodiPSP_Guide_for_students.pdf).

1. Access Weboodi at <https://weboodi oulu.fi/> and log in by using your paju username and password and choose the PSP link on the left.
2. Select your planned graduation year from the drop-down menu and save your selection.
3. Begin devising your PSP (part I) by choosing "Create new PSP".
4. Select a degree structure template according to your major subject and the level of the degree by choosing 'Select'.
5. Name your PSP and write it in "My PSP's name" field. It is best to name your PSP clearly e.g. after the major subject and degree level. Weboodi will automatically add the creation date.
6. Fill in the basic information of the degree structure. You cannot make changes to compulsory studies. Verify the elective courses you wish to include in your basic information and select them. Finish by choosing "Save".
7. Tick the box "Visible to the advisors". Don't forget to save!
8. Once you feel that your PSP (part I) is ready, you can send it to your Academic Advisor (the EdGlo programme coordinator). First change the status of your PSP from draft to primary by choosing "Set to primary" and confirm by choosing "Change the status of PSP".
9. After changing the status you can send your PSP (part I) for approval. Choose "Submit for Approval" and select your advisor (the EdGlo coordinator) from the list.
10. By pressing "Send for Approval" the PSP (part I) will be sent to your Academic Advisor who will be informed about it by e-mail. Wait for your advisor's comments.



## PART II: OBJECTIVES AND SELF-ASSESSMENT (WORD DOCUMENT)

Please, use the word document "EdGlo PSP form 2013" available on the EdGlo website. First, download the document on your computer, then answer the questions, and save. Send the document to your Academic Advisor via email.

### *Background and initial situation at the beginning of your studies*

Describe your previous studies (*name and duration of the degree, major/minor subjects, year of graduation*)

Describe your work experience (*where, what kind of work, for how long*)

What are your hobbies and other interests?

Why did you apply to the EdGlo programme?

What do you expect of the university studies / of this degree programme?

What are your personal strengths?

What are your areas to be developed?

### *Study and career goals*

What are your goals and objectives for the studies in this programme?

What do you find particularly interesting in the EdGlo programme?

What are your plans for your Master's thesis (*topic, data collection etc.*)?

What are your plans for your internship (*contents, time and place*)?

What do you want to do after graduation? What kind of career are you aiming at?

What kind of skills and expertise do you need in order to achieve your career goals?

### *Implementation, realisation, study constraints*

Are there factors limiting or complicating your studies?

Are you studying full-time? How much time are you willing to spend studying per day/week/month? Consider also your family life, work, hobbies etc.

Estimated time of graduation (*month and year*)

### *Methods for studying*

What kind of study methods do you prefer and why?

What are your strengths and weaknesses as a learner?

### *Other issues*

What do you expect of study and career counselling?

Notes/other comments/free word

Please remember, that the purpose of the PSP is to serve you and guide you through your studies and help you attain your objectives. Therefore, it should be taken seriously.

Please also remember, that the PSP does not bind you. You can revise/update it, when necessary.

Your Academic Advisor (the EdGlo coordinator) will make an appointment for an individual discussion with each student to have the personal study plan approved.

### Literature:

Ansela, M. & Haapaniemi, T. & Pirttimäki, S. 2006. *Personal study plans for university students: a guide for study counsellors*. Learning Centre. University of Kuopio. Electronic version available at: <http://www.uef.fi/w5w/materials-in-english>