

Purpose

CHEM Master's Portfolio Renewal Steering Group is responsible for the oversight and strategic planning of the CHEM Master's Portfolio Renewal and for providing opinion, advice and recommendations to the School of Chemical Engineering Degree Programme Committee (DPC) and Academic Committee (KTAK) on the CHEM Master's Portfolio Renewal.

Terms of reference

CHEM Master's Portfolio Renewal Steering Group:

1. Oversee the progress and strategic direction for the portfolio renewal work undertaken in clusters* and in the School of Chemical Engineering more widely, ensuring appropriate fit with the School of Chemical Engineering strategy and financial plans.
2. Make recommendations and prepare documentation for the consideration and approval of decision-making bodies, such as the School of Chemical Engineering Degree Programme Committee (DPC) and the School of Chemical Engineering Academic Committee (KTAK), and individuals, such as the Dean of the School of Chemical Engineering.
3. Provide a forum for consultation and discussion;
4. Act as advocates for the CHEM Master's Portfolio Renewal and promote the project within the School of Chemical Engineering and more widely within Aalto and with external stakeholders, where relevant;
5. Receive, monitor and comment on reports from cluster leaders on the progress of the portfolio renewal work carried out in clusters, particularly in relation to any targets set for clusters and ensuring the portfolio renewal work in clusters is aligned with the project objectives.
6. Consult with specialists, such as pedagogic or HR specialists, whether internal or external to the School of Chemical Engineering, for advice and guidance in the planning work, as required.

*At the time of the introduction of these terms of reference (October 2022), the working assumption is that clusters will evolve into programmes.

Membership

CHEM Master's Portfolio Renewal Steering Group	
CHEM Vice Dean for Education (Chair)	Jouni Paltakari
Cluster leader Biomass refining and advanced lignocellulosic materials (1)	Eero Kontturi
Cluster leader Molecular bioscience and Industrial biotechnology (2)	Alexander Frey
Cluster leader Chemical and metallurgical engineering (3)	Marjatta Louhi-Kultanen
Cluster leader Chemistry and materials science (4)	Kari Laasonen
Representative external to CHEM (from ENG)	Jani Romanoff
Representative external to CHEM (from ARTS)	Rasmus Vuori
Project coordinator (secretary)	Pauliina Ketola
Manager of academic affairs	Anni Rintala
Student representative**	Emily Hart
Other specialists by invitation, as required	

** The student representative may change, depending on the individual's academic cycle.

If a member is unable to attend a meeting, they should appoint a colleague (or, in the case of a student representative, another student representative) to stand in for them at the meeting.

Reporting Structure

CHEM Master's Portfolio Renewal Steering Group reports to:

- School of Chemical Engineering Academic Committee (KTAK)
- School of Chemical Engineering Degree Programme Committee (DPC)
- Dean of the School
- Learning Steering Group (LESG)

Frequency of meetings

CHEM Master's Portfolio Renewal Steering Group meets every 2-3 weeks or as required.