

**Please take a seat in one of the
front rows of the lecture hall**

Portfolio renewal: Progress review & discussion

13.10.2023



Aalto University
School of Chemical
Engineering

Agenda for today

- 12:30 – 12:50 Welcome & Introduction to questions of the day; update on curriculum design work
- 12:50 – 13:10 Thesis Management project: changing thesis process (E Kivi-Koskinen & M Raatikainen)
- 13:10 – 13:20 Discussion on separating thesis elements from other learning skills components (e.g. *Academic Learning Community* and its potential successors)
- 13:20 – 13:40 Laboratory safety course (1 cr) and fitting it in degree structures (discussion aimed at reaching an agreement)
- 13:40 – 14:00 Coffee break
- 14:00 – 15:10 Programme-specific plans for successor for ALC & their scalability (discussion aimed at reaching an agreement)
- 15:10 – 15:30 Conclusions, incl. next steps

CHEM Curriculum design August 2023 onwards & autumn deadlines

Document/other outcome	Deadline	Next steps (for your information)
Potential changes to programme-level or major-level ILO's ready	25.9.2023	<ul style="list-style-type: none"> Discussed at Oct DPC & KTAK Curriculum Planner opens 1.12.2023 Publication of course offering (incl. significant changes) and summary of offered majors and minors at Aalto.fi for internal use and discussion at Aalto-level 15.12.2023 Discussed at Jan 2024 DPC & Feb KTAK Decision item at Mar 2024 DPC & KTAK Curriculum published at Aalto.fi and Sisu 1.4.2024 Timetables published in Sisu 1.6.2024
<i>First draft</i> of MSc study module offering ready, incl. majors and minors to be offered or discontinued and any significant changes* to them	25.9.2023	
<i>First draft</i> of MSc degree requirements: structure and content of programmes, majors and minors (all courses included in them); developing curriculum alignment	25.9.2023	
<i>First draft</i> of MSc course portfolio ready, incl. new and discontinued courses and significant changes** to courses	25.9.2023	
Meetings with current MSc students for feedback on first MSc drafts	31.10.2023	
Teachers enter course descriptions and schedule proposals in Curriculum Planner, which opens on 1.12.2023	10.1.2024	
Degree requirements, i.e. study module offering, structure and content of programmes, majors and minors and all courses included in them, ready	10.1.2024	
<i>First draft</i> of rules and regulations for new MSc programme transition period; incl. how students can switch from current to new programmes; and course substitutions (length of transition period and incentives to encourage transfer to new MSc programmes decided at Oct DPC & KTAK)	10.1.2024	

* Significant changes to study modules are language, target groups, scope and level.

** Significant changes to courses are teaching language, teaching period, target groups, prerequisites and core content.

Aims for today I: New way of managing thesis process

Context:

- **Introducing new MSc thesis management process supported by the Aalto Service Platform**
- **Ideas on how to implement a completely new master's thesis process in new programmes**
- **Separating thesis related elements and topics from old ALC course**

Aims for today II: Fitting 1cr laboratory safety course in curricula

Context:

- Rewarding students for all work undertaken
- 1cr already being given to UEF students
- Difficulty of fitting 1cr into MSc programmes that already have full 65cr of studies towards major or full 120 cr (international joint programmes, Aalto joint programmes)
- Aalto Bachelors will already have taken course during their BSc; applicable to external MSc entrants only

Aims for today III: Generic skills implementation in the programmes -> Successor(s) for ALC?

- **Some of Degree Regulations & programme-level ILO's contents and aims have been fulfilled by Academic Learning Community (ALC) course**
- **If ALC is discontinued, it is programmes that must ensure these aims and contents get attention they deserve**
- **Also discussion on the implementation of other generic skills in programme ILO's**

— Thesis Management

**New MSc thesis management process
supported by the Aalto Service Platform**



Aalto-yliopisto
Aalto-universitetet
Aalto University

Elsa Kivi-Koskinen

13.10.2023

Status Quo (Now)

- **Fragmented process with no tools for student, supervisor/ advisor, degree programme or LES to follow the progress**
- **Several systems in use, eAge, MyCourses, aalto.fi, Salesforce...**
- **A student is expected to know where to seek for information and help**
- **Information moved manually from one place to another**
- **Different thesis file for grading and archiving**

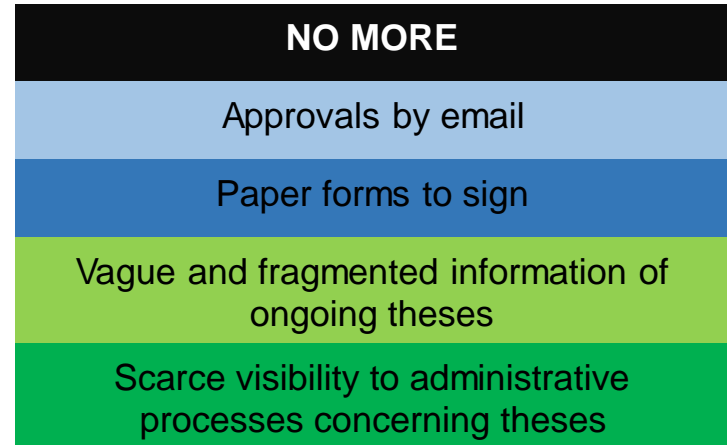
MSc Thesis Management – target process



- Replace eAge
- One place for thesis-related data for student, supervisor and LES to create, see and use
- Support for decision-making

New MSc thesis process – Supervisor's perspective

- Information of ongoing MSc theses in one place
- Status e.g., *planned, confirmed, writing in progress, in grading* visible
- all subprocesses in one place
 - Supervisor approval, maturity, presentation...
- Final thesis in one place for grading and archiving
- Place to store the statement and grade proposal
- Possibility to offer thesis guidance via Student Success Hub
- Possibility to create a thesis milestone plan for a student



Sneak peek

The screenshot displays the 'Student Success Hub' interface. At the top, there is a search bar and navigation icons. Below the navigation bar, several tabs are visible, including '00044816 | Case', 'Testing La...', and 'T-2590 | ...'. The main content area is divided into three panels:

- Left Panel (Thesis Information):** Contains fields for 'Thesis Topic' (MyTest-Topic), 'Topic Approval Date', 'Topic Registration Date', 'Student Name' (Testing_Lady_02_TestingLastname), 'Degree Program' (Test_DegreeProgram_01), 'Major' (Test_Major_01), and a 'Section' dropdown with options like 'Language Swedish', 'LanguageOfEducation Other', and 'Thesis title in English'.
- Center Panel (Supervisor Reviews):** Shows a progress bar with stages: Planned, WaitingFo..., WritingIn..., Submitted, WaitingFo..., Evaluation, Graded, Completed, and Ren. The current status is 'Planned'. Below this, it lists 'LES Reviews' and 'Supervisor Reviews' (Program Director). A task list includes 'Approve to be Supervisor' and 'Supervisor tasks' (Accepts Being the Supervisor, Topic, Advisor(s)). A 'Thesis Language' section shows 'Language Swedish' and 'Thesis Topic MyTest-Topic'.
- Right Panel (Checklist - read-only):** Lists various approval and submission steps with their status: 'Approval Status - Supervisor' (Not Approved), 'Approval Status - Topic' (Not Approved), 'Approval Status - Title Page' (Not Approved), 'Approval Status - Thesis Data' (Approved), 'Approval Status - PDF/A' (Approved), 'Approval Status - Evaluator' (Not Approved), 'Approval Status - Turnitin' (Approved), and 'Approval Status - Maturity' (Not Approved). At the bottom, there is a 'Files (0)' section with an 'Upload Files' button and a note 'Or drop files'.

New MSc thesis process – Student's perspective

- One place to end-to-end thesis management
- Data is being compiled during the process
 - No need to provide the same information several times to different forms and systems
- Possibility to track progress, seek for help, check the next steps...
- Possibility to start the process when planning is still ongoing
- Possibility to book advising meetings with the Aalto staff
- Thesis milestone plan

The screenshot displays the 'Thesis Management Process' page on the MyStudies portal. At the top, there is a navigation bar with the Aalto University logo and links for Home, Appointments, Advisory Notes, Success Team, Tasks, Courses, Services, and a search function. The main content area is titled 'Thesis Management Process' and includes a brief introduction and a list of four steps: 1. Start creating an your thesis record, 2. Submit the thesis record for supervisor and topic approval, 3. Writing the Master's thesis, and 4. Submit your thesis for evaluation and grading. To the right of the text is an image of a person working at a laptop. Below the text is a section titled 'For detailed information on the thesis process in the school of your degree programme, see the instructions here' with a list of schools: School of Arts, Design and Architecture; School of Business; School of Chemical Engineering; School of Electrical Engineering; and School of Engineering - School of Science.

Submitted Thesis

Master's Thesis

Personal Information
Here you can see what Personal Information has been transferred from SISU to MyStudies.
If you see the need to make changes on the Personal Information, then please go to SISU and change it there.

Personal Data
Studentnumber: 13132413
Student First Name: Teemu Lasy
Student Last Name: Teemu Lasy
Student Email: monika.nouasmaa@utu.fi

Approval Checklist for your Thesis

Before Writing

- Topic Not yet Approved
- Supervisor Not yet Approved

For Submission

- Thesis Data Not yet Approved
- Evaluator Not yet Approved

After Submission

- Turnitin Not yet Approved
- Maturity Not yet Approved

File Uploads

- No Color Result
- Title Page Not yet Approved

Supervisor and Advisor(s)

Supervisor

Supervisor Name:
Supervisor Email:

Thesisdata and Personal Information

Thesisdata	Personal Information
Topic: Title: Status: Planned Degree/Program Major:	Studentnumber: 13132413 Student First Name: Teemu Lasy Student Last Name: Teemu Lasy Student Email: monika.nouasmaa@utu.fi

New MSc thesis process – Programme management perspective

- **Information on ongoing (BSc), MSc, DSc theses in one place**
- **Status planned, in progress, completed... visible**
- **Possibilities to support students with their thesis work**
- **Better distribution of workload**
- **Up-to-date data on thesis in progress, not just historical data**

New process – LES perspective

- All thesis related data in one place!
- A tool to monitor student's progress
- A tool to track and support administrative processes
- Reports including all necessary information for decision making
- Interface to Saha in planning (Valmu)

Thesis T-2565

Progress: Evaluation (Active), Graded, Completed, Ren

ES Reviews | Supervisor Reviews | Program Director

✓ Course Unit Code

▼ Please enter the Course Unit Code

Course Unit Name: _____ Course Unit Code: CS13

> Language of Education

> Supervisor & Advisor(s) & Topic

> Check Thesis Data

> Check Title Page

> Evaluator Approval

Approve Turnitin | Maturity Check | Activate External Evaluator

Checklist with Field Section

- Approval Status - Title Page: Title Page Not Approved
- Approval Status - Thesis Data: Thesis Data Not Approved
- Approval Status - Evaluator: Evaluator Not Approved
- Approval Status - Turnitin: Turnitin Approved
- Approval Status - Maturity: Maturity Not Approved

Supervisor Review

- Approval Status - Topic: Topic Approved
- Approval Status - PDF/A: PDF/A Approved

How to prepare for the change?

- **New topic and supervisor approval process**
- **School-level instructions for MSc thesis**
- **Is time used for MSc thesis writing an evaluation criteria?**
- **Distribution of supervisors → student-led or organization-led process?**
- **Approvals done in Salesforce by the responsible person/unit**
- **Valmu in use for meeting administration in the future?**

Timeline for MSc thesis management

2020–2023
Planning and
conceptualizing

~01-03/2024
Testing and piloting

06–12/2023
Implementation
and functionalities

~04/2024
University-wide
rollout

Discussion together
Comments in presemo:
presemo.aalto.fi/portfoliorenewal

Separating thesis process from other courses

- **Previously some content part of ALC course. Course ending -> Very important is to create a smooth process for Master's thesis work in the programmes.**
- **Using Student Success Hub as supporting tool for the work. All information and documents in one place.**
- **Also programme specific options to be considered (e.g. connecting students with industry as part of courses)**

Fitting 1cr laboratory safety course in curricula

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Context:

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Coffee break

After the coffee break, sit with
your own programme

Generic skills implementation in the programmes and Successor(s) for ALC

Academic Learning Community: ILO's parts marked with blue already planned

- to adopt the code of conduct of the academic community (mandatory part of pre-orientation)
- to set personal goals for effective learning and skills development
- to communicate and collaborate in a multicultural and multidisciplinary learning environment
- to identify opportunities for academic entrepreneurship and career development
- to work safely in laboratory and conduct the principles of scientific research and communication (laboratory safety course 1 cr)



Generic skills in the programmes

ALC ILO's

- to set personal goals for effective learning and skills development
- to communicate and collaborate in a multicultural and multidisciplinary learning environment
- to identify opportunities for academic entrepreneurship and career development

Other generic skills in programme ILO's to be implemented?

Chemical Engineering Tools (Chemical and Metallurgical Engineering), 5 cr, 1st year, periods I-II

- Invited lecturers from companies, reporting, 1
- Statistical data treatment, design of experiments, 1
- Programming exercises (Matlab, Python), Auto-CAD, 2
- Introduction to scientific publishing, 1 cr

Chemistry and Materials Science “Learning Community”, 1 cr, 1st year, periods I-V

- Feedback sessions (Fall and Spring)
- Meet the companies” session (Fall)
- Research at CMAT + Doctoral studies + Dr.Sc. visitor from a company (Fall, before summer job call opens)
- MSc thesis information session (Spring)
- Laboratory safety (1 cr, if not done before in Aalto. Period I)

Suggestions



Option A

Separate 1 credit modular courses, e.g.

- **Laboratory Safety Course;**
- **Scientific Writing, among which student must select**
- **Part of all new programmes**



Option B

4- credit 'Academic Learning Community', shared across all new CHEM programmes



Option C

Every programme may define how these ILO's should be integrated into programme

Discussion

1. Discuss within your programme which option would suit best for your programme and why?
2. Note down your opinion and reasons why on Presemo: <https://presemo.aalto.fi/portfoliorenewal>
3. Share your views in general discussion

Suggestions for 1cr modules

- **Working life (and research) contacts 1cr**
- **Introduction to scientific publishing, 1cr**
- **Laboratory safety course 1cr (if not taken during Aalto BSc)**

- **What else?**

Closing remarks

Join our forthcoming portfolio renewal events:

- Portfolio renewal coffee 21.11.
- Portfolio renewal: Progress review & discussion 15.12

Follow updates on curriculum design

Please give feedback: <https://presemo.aalto.fi/portfoliorenewal>

Thank you for participating!
Have a nice weekend!



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