

Student guidance and counselling at the Police University College

POL-2023-50555, 18.4.2023



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1 The principles guiding our operations

Guidance and counselling at the Police University College is based, among others, on the Police University College Act (1164/2013), the Government Decree on the Police University College (282/2014), the strategy, pedagogic policies and the non-discrimination and equality plan of the Police University College. As applicable, the Good Guidance Criteria, issued by the Finnish National Agency for Education, are used in student guidance and counselling.

According to section 25 of the Degree Regulation of the Police University College, the student has the right to study counselling throughout the studies. The student is obligated to participate in study counselling and to bear responsibility for the progress of studies. These guidelines specify in more detail particularly the student guidance and counselling of students in the Bachelor of Police Services degree program. As to Bachelor of Rescue Services students, personal study plan counselling is provided by the Emergency Services Academy Finland.

Students' right to guidance and counselling at all stages of the studies is another key principle of the study path model.

For the student, well-functioning guidance and counselling means that the student has access to sufficient guidance and counselling services to support the completion of studies so that it is possible to complete the studies in a target-oriented manner and within the planned schedule. Successful guidance and counselling is based on the student's needs and requires not only co-operation by the entire staff of the educational institution, but also participation and support by working life. For the chronological progress of studies, it is important for the student that guidance and counselling is provided at the right time at the various stages of the student's

study path. The starting point for the guidance and counselling is that **the student bears responsibility for the studies, personal learning and requesting the support needed**. This supports the pedagogic policies of the Police University College and success in working life.

Guidance and counselling is equal, non-discriminatory and ethically sustainable, and the guidance situations are based on confidentiality. Various forms and implementation methods of guidance can be utilized in the guidance and counselling sessions. All members of the university community are responsible for guidance and counselling within the framework of their work tasks. At the Police University College, study counselling is coordinated by the Study Counsellor, and at Emergency Services Academy Finland, the personal study plan counsellor.

2 Target areas of guidance and counselling

The aim of student guidance and counselling at the Police University College is that the student has access to sufficient, appropriate and timely guidance and counselling at various stages of the studies.

The aim of the personal study plan counselling at Emergency Services Academy Finland is to promote the progress of the student's studies within the targeted schedule.

Guidance and counselling support the following three sectors throughout the student's study path.

2.1 Guidance of learning and study counselling

Through guidance of learning and study counselling, we support students to complete their studies within the target schedule. The aim of counselling is to give the students an overview of the Police University College's operating methods regarding the sectors significant for learning, to enable them to identify their individual, best ways of learning and utilize effective study methods and information channels based on that, and learn to develop study skills best suitable for their personal needs.

We take diverse learners into consideration at the Police University College and support diverse ways of learning. Students have an active role and we promote their learning by using diverse teaching methods, assessment practices and learning environments. We encourage students to share skills and knowledge and experiment with new methods.

We encourage students to think, act, investigate and experiment creatively. We encourage students to engage in continuous learning and to provide feedback.

2.2 Guidance of professional growth and career planning

We support and strengthen students' professional growth and career planning throughout their study path.

The aim of this guidance is to enable the student to learn to recognize and describe personal strengths and competences and assess the development of personal expertise.

We guide the student to prepare a competence portfolio that expands and becomes more complete during the studies. We encourage students to find their personal interests, put their competence into words and prepare for transferring to working life and new occupational positions.

The aim is for the student to obtain information about police working life and various challenges involved in the police profession, and to know the operating models of the police education system and staff competence development sufficiently. A further aim is for the student to be encouraged to engage in continuous learning and competence development and learn how to find information about studies and work related to the police sector at other higher education institutions and educational institutions as well as abroad. We encourage continuous development of personal competence, work and education also by introducing the students to the alumni concept.

The aim is that students internalize the shared values of the police and act ethically, in line with the principles of sustainable development.

2.3 Study ability and student well-being

Police officers have a statutory obligation to maintain their physical fitness and professional skills. We guide students to understand that their personal well-being is an integral part of the well-being of the entire work community, and occupational safety. The aim of the guidance is to enable the student to utilize various forms of support, if necessary, and to maintain and promote personal well-being.

The guidance supports the students' ability to study and personal well-being, that are the preconditions for making fluent progress in their studies. The aim is to support students' comprehensive growth and development and to ensure that the preconditions for studying exist throughout the studies.

We encourage students to take responsibility for their personal well-being and that of others, and to jointly strengthen the interactive university college community.

The aim is that the students learn how to develop their self-knowledge and assessment of their personal actions, and learn how to maintain and promote their mental and physical ability to study and work.

We take care of student well-being in multiprofessional cooperation that involves health care services, university college chaplain, student tutors and the student union in addition to the Police University staff.

3 Guidance and counselling providers and their tasks

Several actors are involved in providing student guidance and counselling. Guidance and counselling is provided for individuals, small groups, groups and as peer mentoring. The enclosed table describes the tasks and areas of responsibility of these providers. Some of the tasks are defined in more detail in the Police University College's rules of procedure.

Table 1 Guidance and counselling providers and their tasks

Provider	Task
Alumni	Alumni activities strengthen cooperation with working life in education and learning.
Contact person for inappropriate treatment	The official appointed by the Police University College as the contact person for inappropriate treatment initiates the processing of treatment experienced as inappropriate between students, conducts discussions with the parties concerned and, if necessary, refers the case to disciplinary proceedings. If the other party concerned is a member of staff, the appointed person refers the case to the superior of the person in question for processing.
Practical training mentors (police)	Practical training mentors are appointed from among the staff members of the police department in question for students completing their practical training study course. These mentors assess the practical training periods, awarding the grade pass – fail, and if necessary, conduct mentoring discussions with the student on their own or under the leadership of the practical training contact person. The responsible teacher of practical training at the Police University College, or other representatives of the practical training competence area, participate in the mentoring discussions during the practical training if necessary.
Practical training competence area	The leader of the practical training competence area makes the decisions on practical training locations for each student having registered for the practical training study course. The practical training competence area is responsible for communication regarding practical training locations and decisions on appointment to office. The competence area is also responsible for the guidance process of the practical training study course and the overall assessment of the study course.
Harassment contact person (student union)	The harassment contact person appointed by the student union provides support in the discussions concerning treatment experienced as inappropriate

Provider	Task
	and refers the case further to official processing if necessary.
Library	The library provides guidance, advice and assistance in matters related to information search and the use of databases and other sources of information.
Director of Education	The Director of Education decides on student admissions for the degree programs. The Director of Education decides on issuing a written caution to a student, temporary suspension of a student, interruption of studies and cancellation of the right to study. The Director of Education decides on exempting a student from the requirement to demonstrate language proficiency.
Head of Education (degree education)	<p>The Head of Education decides on the inclusion of the basic qualification for police services in the Bachelor of Police Services degree.</p> <p>The Head of Education initiates the investigation of cases of student fraud in line with the instruction (POL-2014-9674) issued on the subject.</p>
Education Secretary	The Education Secretary provides guidance, advice and information for students in the social aspects of study, student certificates, student cards and civil service cards. The Education Secretary provides general advice on aspects related to the studies.
Educational Developer (Master of Police Services)	The Educational Developer provides guidance to students in aspects related to international mobility (exchange studies) and networked studies (cross-institutional studies).
Teacher	Teachers guide students and assess their performance in the subjects they teach. Teachers also participate in student recruitment and implementation of the entrance examinations and aptitude tests.
Teacher Tutor	The Teacher Tutors guide their student groups from the very beginning of studies, support the students'

Provider	Task
	<p>team-building and follow their study paths until the end of studies.</p> <p>Tutoring focuses on the very beginning of the studies, on orientation studies and also on the end stage of studies, when the peer support of the student's own group diminishes as students graduate.</p> <p>The Teacher Tutor conducts regular mentoring discussions with students during the studies.</p> <p>The Teacher Tutor cooperates with other Teacher Tutors, the Student Tutor and study counsellors, contributing to ensuring information exchange and an overall view of the student's situation. The Teacher Tutor guides the student to find help for studies, if necessary, from other guidance and counselling specialists.</p> <p>At present, the resourced working hours allocated to Teacher Tutors for each student group they tutor is 40 hours at minimum. A part of this resource is entered in the timetables, while the rest can be targeted by the Teacher Tutors themselves.</p>
Thesis instructor	<p>The thesis instructor appointed for the students when they have reached the thesis stage provides guidance for working on the thesis (incl. thesis seminars).</p>
Head of Student Services	<p>The Head of Student Services decides on inviting applicants to the entrance examination, student admissions for non-degree education, granting an extension, returning a lost study right and ordering a student to be checked and examined by a healthcare professional for assessing the existence of the preconditions for studying.</p>
Study counselling coordination group	<p>The study counselling coordination group coordinates study counselling activities at the Police University College and its development. The members of the Study counselling coordination group include the Study Counsellors, and representatives of Teacher Tutors, student services, practical training competence area, student</p>

Provider	Task
	admissions and Swedish-language education. The Study counselling coordination group discusses key topical matters regarding guidance and counselling.
Study Counsellor (Police University College)	<p>The Study Counsellor provides support for students in case they need help in coordinating studies with other aspects of life, or in case their studies are at risk of becoming prolonged, if students return to studying after a break or need help in study selections and career planning.</p> <p>The Study Counsellor provides guidance for students particularly in matters related to study rights, registering as being present or absent, recognition of prior learning and proposals for special arrangements, and ensuring the existence of the preconditions for studying.</p> <p>The Study Counsellor coordinates the activities of teacher and student tutors.</p>
Study Secretary (Bachelor of Police Services)	The Study Secretary provides guidance, advice and information to students in matters related to registration for the academic year, applying for degree certificates and graduation.
Student Services Chief Inspector	Conducts hearings of the parties concerned and prepares decisions on the reassessment of student aptitude and in disciplinary matters.
Student recruiting group	The student recruiting group plans and coordinates guidance, advice and information for those interested in police work and police education.
Student Tutor (Bachelor of Police Services)	A Student Tutor is appointed for each class of students at the beginning of their Bachelor of Police Services studies. The Student Tutor works as the peer mentor of new students in aspects concerning the studies and practices of the educational institution, particularly in the first stages of studies (two periods) and supports their team-building.

Provider	Task
	<p>The Student Tutor organizes joint discussion sessions for the tutored group as well as possibilities for individual meetings/discussions.</p> <p>The Student Tutor works in close cooperation with the Teacher Tutor, other student tutors and study counsellors.</p>
University college chaplain	<p>The university college chaplain provides support for Police University College students in their everyday life and provides the possibility for individual discussions.</p> <p>Absolute confidentiality, professional secrecy, and respect for everyone's personal beliefs lie at the core of the university college chaplain's work.</p> <p>The university college chaplain listens, supports, encourages and provides crisis assistance. The university college chaplain willingly participates in various projects and trainings.</p>
Emergency Services Academy Finland personal study plan counsellor	<p>The personal study plan counsellor carries out personal study planning discussions for students starting their Bachelor of Rescue Services studies, provides advice on applying for recognition of prior learning and supports the progress of studies within the targeted schedule by arranging several personal study plan discussions during the studies.</p>
Emergency Services Academy Finland peer tutor	<p>Peer tutors support Bachelor of Rescue Services students at the beginning of studies in familiarizing themselves with the study environment and adapting to student life. The tutors are second-year students.</p>
Police University College ICT team	<p>The Police University College ICT team grants user rights to students to the Police University College's college network and provides guidance in using the ICT systems during orientation studies.</p>
Student admission	<p>Student admission provides information, advice and guidance in matters related to student applications and admissions.</p>

Provider	Task
Responsible teacher	<p>The responsible teachers guide students to complete the studies in their respective competence areas.</p> <p>The responsible teachers ensure that assessment and the feedback process of the study course are implemented and make decisions on recognition of prior learning for their study course.</p>
Official in charge of uniforms	<p>The official in charge of uniforms provides guidance, advice and assistance in matters related to uniforms; their use, holding in possession, acquisitions, fittings.</p>
FSHS	<p>FSHS, the Finnish Student Health Service, provides support for student health and maintaining the ability to study throughout the studies.</p> <p>Students having registered as an attending student for the academic term in question are entitled to use FSHS services.</p>

4 Contents at the various stages of guidance and counselling

At the Police University College, guidance and counselling along the student's learning path in police education are divided into four stages.

4.1 Guidance and counselling prior to studies

Objectives

We provide guidance and counselling already before the beginning of studies. The aim is to provide persons interested in police education with a realistic view, as far as possible, of studying at the Police University College, of the admission procedure and police work. Another aim is that persons eligible to apply and be admitted apply to the right training and education (incl. continuing education and advanced education) at the right time. The aim of the guidance and counselling provided is to maintain the Police University College as a highly attractive study option and thus support the operations of the police organization as a whole.

Implementation

The guidance and counselling provided before the beginning of studies mainly includes recruitment and presentation of police education and the police profession. We target the

presentation to potential applicants and study counsellors in particular. Information on the studies is easily accessible for applicants on the Police University College website.

Regarding the degree of Master of Police Services and specialization studies, those working in police administration receive information particularly from the Sinetti intranet of police administration.

Police graduates (alumni) and police students provide guidance for prospective students for example at fairs and recruitment events.

Applicants receive information about the application and admissions process and the progress of these processes in line with an established schedule. Applicants also receive guidance and counselling about everyday matters of student life (registration, student grants, housing).

Police graduates as alumni contribute to the guidance and counselling provided for prospective students for example when they work as interviewers at the entrance examination stage.

4.2 The initial stage of studies

Objectives

The aim is for students to orientate themselves in studies at the university of applied sciences and to obtain a clear view of the study and operating environment of the Police University College. The students also gain a clear view of the degree or specialization studies and the required level of competence. The students get to know other students, teacher and student tutors and other persons providing guidance and counselling. The students know who provide guidance and counselling and how they can contact these providers. The students begin the recognition and describing of previously acquired competencies as part of preparing their study plans, assessment of their learning needs and professional development (career guidance) plan.

Implementation

Enclosed with the letter of admission, the students receive the Student's Guide and instructions for how to familiarize themselves with information about the early stages of studies, and guidance and counselling, on the Police University College website and, in the case of advanced studies, also information in the intranet. Students can familiarize themselves in advance with the curriculum of the degree or specialization studies and the rules, orders and instructions that apply to studies, including the Degree Regulation, Rules of Procedure and the Code of Conduct, the process for recognition of prior learning, the program for the first weeks of orientation studies, and matters related to housing and student grants. Detailed information related to study counselling is available in the Moodle section of the college network of the Police University College and the intranet sites, accessible for students after they have started their studies.

The Study Counsellor presents the study counselling system and the related providers for students during the orientation studies at the beginning of studies. We guide students to recognize and describe their personal competencies and plan the progress of their studies during the study years. Teacher Tutors and student tutors (Bachelor of Police Services degree) introduce new students to the study environment and student life, and provide support in team-building.

Students familiarize themselves with the curriculum of the degree, and the implementation plan. Bachelor of Police Services students register for study courses during the orientation studies. (Registration for study courses takes place twice per year.)

Students compile information about their personal skills and previous studies and aspects that influence the progress of studies (including possible recognition of prior learning, absences) and prepare their study plan with the support of the Teacher Tutor. The students can use the competence mapping and plans for obtaining competence as basis for preparing the competence portfolio in career guidance. The Teacher Tutor conducts study plan discussions with students in appropriate small groups and, if necessary, individually at the end of the first study period.

Students have the possibility to request a personal counselling discussion for themselves at all times.

In the counselling discussion, we encourage students to conduct self-assessment and motivate them to take responsibility for their studies. Students have the possibility to receive support for recognizing their personal competencies. If necessary, the Teacher Tutor will refer the student to counselling by study counsellors or other parties.

Study Counsellors provide guidance and counselling for students particularly in challenging cases, for example if the studies have become exceptionally delayed due to long periods of absence, or other reasons.

4.3 The stage of ongoing studies and practical training

Objectives

The aim of guidance and counselling is that the student can make progress with studies according to plan and achieve the learning outcomes defined for the studies.

The student's professionalism and competence increase and become stronger. The student understands the importance of studying and career planning in terms of finding employment.

Implementation

The student conducts regular guidance and counselling discussions with the Teacher Tutor during the studies. This ensures that the studies progress according to plan and, if necessary, support measures can be introduced. On certain preconditions, students have the possibility for special arrangements to support them in completing their studies. Students can update their study plans as necessary. Guidance and counselling discussions can be conducted individually, in small groups or groups, or online, at the Teacher Tutor's discretion. The students inform the Teacher Tutor of essential changes to their study plan, such as absences or other issues affecting the study schedule.

The students are responsible for registering themselves as attending or non-attending for each academic year according to the schedule. Moreover, Bachelor of Police Services students must register for study courses twice per year (in June and December). The Teacher Tutor will support the student with this if necessary.

For the practical training study course of the Bachelor of Police Services degree, a student can only be appointed for the office of Constable Intern if the required learning outcomes have been achieved. For the practical training study course of the specialization studies of non-commissioned officers, a student can be appointed for the office of Sergeant when the learning outcomes required for practical training in the aforementioned studies have been achieved. For the practical leadership training study course of the Master of Police Services degree, a student can be appointed for the office of Chief Inspector when the required learning outcomes have been achieved in accordance with the implementation plan of the aforementioned degree. During the practical training periods of both degrees and the specialization studies of non-commissioned officers, the students have personal mentors who support and guide the student. Also during the practical training, students must ensure that they register themselves as attending or non-attending, and register for the study courses according to the applicable schedules.

Bachelor of Police Services degree students can receive guidance and counselling from their Teacher Tutor also during the practical training period. If necessary, students can receive other guidance and support to promote their studies.

4.4 Final stage of studies and graduation

Objectives

The aim of this guidance and counselling is that the students complete their studies according to plan and possess the required capabilities for transferring to working life and developing themselves further in working life. The students show interest in life-long learning, advanced and continuing education and maintaining and developing their working capacity.

The aim is for the graduate to find employment and know, if necessary, how to apply for advanced and continuing education and develop their professional competence on a continuous basis (recognition of competence need). Graduates are interested in participating in the recruitment of new students and informing them as well as student admission (alumni activities). The aim is for the graduate to be motivated to reply to follow-up surveys and participate in various events and meetings arranged by the university college, and thus contribute to the further development of education.

Implementation

The thesis or development project are primarily completed at the final stage of the studies. The instructors of the thesis or development project are available for providing guidance for the thesis or project and for working on it.

We guide students with planning the schedule related to graduation and give advice on which measures they are required to take to receive a degree certificate or other certificate. The students also receive information about matters related to the uniform for graduation and the user rights to information systems.

Career guidance focuses on the final stage of the studies. We provide students with guidance and counselling in matters related to recruitment for employment and official career (applying for work, marketing of competence, information about employment, maintaining of personal files)

and guide and encourage them to undertake advanced and continuing studies on various education paths (employment condition etc.). Previous graduates of the university college serve as alumni for Bachelor of Police Services and Master of Police Services students.

Graduates receive information about possibilities for advanced and continuing education (intranet and webpages). Some graduates receive delayed evaluation surveys to map out the correspondence of police education with working life and fulfilling of the targets set.

5 Evaluation and further development of guidance and counselling

The aim of student counselling at the Police University College is that students and their needs lie at the core of guidance, counselling and further development. Guidance, counselling and student services must be easy for the students to find and easily accessible. We implement guidance and counselling and further development on the basis of feedback received from students. We request students to provide feedback on the functionality and accessibility of guidance and counselling including in the Student Barometer, the AVOP survey and in the form of study course feedback from those who have served as student tutors, and through the reporting included in their study performance. We process feedback in the Education steering group and develop student counselling based on the feedback.