

# Guidelines for Student and Careers Guidance

## 1. Mission, Vision and Strategic Objectives

The Student and Careers Guidance support DTU's overall mission and vision of DTU as an internationally-acknowledged leading university within the technical-scientific field known for its orientation towards the business community, sustainability and a close study environment.

The strategic goals of The Student and Careers Guidance are to help as many students as possible choose the right study program, complete the study program they begin and attain employment based on their study program.

The Student and Careers Guidance contribute towards:

- conveying knowledge and information about the study programs at DTU and the subsequent career opportunities
- helping the students make the right decisions and attracting the right students meaning the students who are well-qualified, who are suitable to complete an engineer program and who feel like completing an engineer program
- keeping the drop-out rates low, limiting the number of students who change their study program and limiting the time spent by students completing their study program
- attaining a high frequency of students completing their study program at DTU
- heightening the students' career awareness and easing their transition from study to work
- supporting the goal of educating more PhD's
- helping the graduates find a job quickly

The guidance refers to seven periods during the time of study:

- The admission
- The induction
- The completion of the bachelor program/Bachelor of Engineering program
- The transition plan for bachelors and Bachelors of Engineering
- The transition from the bachelor program to the Master degree program
- The completion of the Master degree's program
- The transition plan for Masters

## 2. Principles and Goals

The Student and Careers Guidance are in force throughout the student's course of study and are adjusted to the student's academic and personal development. The guidance is conducted on a

pedagogical basis, and supports the pedagogical process of the study programs.

Based on the principles mentioned above, the goal of the Student and Careers Guidance is to provide satisfactory and correct guidance characterized by:

- a great deal of professional competence
- a sense of security and mutual trust
- rules and regulations being placed within the users' academic context in a comprehensible way
- the counsellor being open with regard to his or her own professional and administrative limitations
- the meeting having focus on the person seeking guidance realizing he or she makes the decisions
- counsellor ethical rules being abided by in accordance with the ethical codex composed by Fællesrådet for Foreningen for Uddannelses- og Erhvervsvejledere
- students seeking guidance feeling they have been guided when they leave the guidance – either by getting a correct answer or by being referred to the correct authority

### **3. The Guidance's Composition and Organisation**

The Student and Careers Guidance is provided by:

- Central Student Guidance and Career Centre
- Technical advisors (heads of studies and tutors)

Central Student Guidance and Career Centre are sited in Office for Study Programs and Student Affairs.

Central Student Guidance and Career Centre are responsible for the general and cross-disciplinary guidance of the students from commencement of study to completion of study. The general guidance includes admission, academic guidance within the recommended study lines, guidance regarding rules, exemptions, change of study, professional guidance regarding the planning of curriculum and personal circumstances. Cross-disciplinary activities involve guidance regarding the possibility of studying abroad or being part of a working relationship with the business community during ones study program.

The players in the academic milieus are responsible for the guidance activities specific of the study programs including professional guidance regarding the composition of individual study programs outside the recommended study lines. The academic milieus are responsible for the tutor system, the purpose of which is to:

- foster and improve the contact between the students and the educators
- strengthen the guidance of and the support for the students
- give DTU and the educators a better understanding of how the students see their study and what factors lead to the students doing well, doing somewhat well and maybe giving up their study.

The tutor system includes all students just commencing their study program. As previously arranged and according to need, students on 1st term and possibly on 2nd term may take part in the tutor system.

The deans of studies have the overall managerial responsibility with regard to DTU's student and careers guidance. The heads of studies are responsible for the day to day management of the technical players at the departments.

#### **4. Extent and Character of the Guidance Offered**

The Student and Careers Guidance is implemented by Central Student Guidance, Career Centre and the technical advisors. Add to this a line of activities carried out in association with the PhD secretariat, DTU Alumni, Office for HR, Society of Danish Engineers (IDA), Unemployment Fund for Danish Engineers (IAK), the business community and other interested parties.

Since there is a gradual transition between the Student Guidance and the Careers Guidance, a clear-cut distinction is not made between the two. They both support each other and they are both a natural part of all offers of guidance – with emphasis on the form of guidance most relevant in the given situation of course. Student and Careers Guidance include the following activities:

##### *Individual Guidance*

Individual guidance is offered by the counsellors at Central Student Guidance, Career Centre and the technical advisors. The individual guidance can take place at any time during your study and includes academic aspects as well as personal aspects. A specific example is the individual conversations conducted with all students during their first year of study as part of the tutor system.

Furthermore, investigative individual guidance is conducted in relation to selected groups of students concerning e.g. drop-out, career preparation et cetera.

##### *Guidance Events*

We organize guidance events regarding study-related choices – both before study start, during study and as career preparation. We regularly identify the need for new collective events, and we follow up on this with tailored events.

### *Career Awareness*

We launch different initiatives with an eye to increasing the student's awareness of future career and professional association as soon as possible.

### *Job Application Seminars*

We organize job application seminars for students who have approximately 1 year of study left. Among other things the seminars deal with information seeking, competency description and the drawing up of applications and CV.

### *Activities Aimed at the Business Community*

As part of our careers guidance, we conduct events with an eye to creating contact between students and companies. These events take place in accordance with DTU's politics regarding cooperation with the business community.

### *Information Sources*

We continually provide entries via DTU's website and Portalen to support the careers guidance. Here you can find an overview of relevant information sources such as info sites, handbooks, works of reference etc. We are working on internet based careers guidance.

### *DTU Alumni*

DTU Alumni and DTU Alumni job list are important tools for the careers guidance. Furthermore a mentoring arrangement involving the alumni is being considered.

### *Researcher Career*

We provide guidance about researcher careers including the possibilities of getting a PhD scholarship. The guidance is provided in cooperation with the PhD secretariat.

## **5. The Counsellor Corps**

The Student and Careers Guidance is provided as an integrated offer partly because there is a gradual transition between the two areas of guidance, partly to obtain the greatest possible synergy within both areas. The counsellor corps consists of people with a university degree/academic staff and students. Common to all the counsellors is their professional competence, commitment and their ability to empathise, the joy they get from their work and the obligation they feel towards the students they guide.

Student and Careers Guidance is conducted on a pedagogical basis and supports the pedagogical process of the studies.

All non-student counsellors have a relevant academic background combined with pedagogical experience, coaching skills, guidance qualifications and personal qualifications which make them suited for the task. Moreover, they are thoroughly versed in DTU's studies, the

engineer market and are experienced within career and competence clarification. The counsellors attend continued education and other forms of relevant activities in order to continually be up-to-date with knowledge, rules and possibilities within the Student and Careers Guidance.

During the first six months, the student counsellors follow the student counsellor course at the institution for further education. Furthermore, they have completed approximately 1/3 of their studies, they have experience from similar jobs (club leader, introduction course counsellors), they participate in trainee arrangements with an experienced student counsellor and moreover they possess personal qualifications which make them suited for the task.

## **6. Quality Control**

The Student and Careers Guidance takes place with DTU's management priorities and political objectives in view. The guidance is carried out in practice on the basis of an ongoing updated knowledge regarding ECTS points, study completion time, drop-out rate and the candidates' job situation.

DTU's Central Student Guidance and Career Centre ensure the knowledge flow between the student counsellors and career counsellors, the technical advisors and other players concerned with student administrative and career-related tasks. This takes place through continuous dialog between all the players. By doing so, we obtain a common knowledge and understanding of present issues which ensure consistency in the guidance we offer. This is also done because the Student Guidance and Career Guidance ensure the collaboration with the cross-disciplinary consulting education committees including the circle of heads of studies and other academic forum.

The careful screening of the counsellor corps ensures the professionalism of the guidance – technically as well as humanly.

We draw up a plan for regular evaluations, including which elements need to be evaluated, the criteria of evaluation, a timeframe for the completion of the evaluations and a subsequent follow-up.

## **7. Resources**

Central Student Guidance's and Career Centre's resources are established in connection with DTU's budget negotiations.