



Policy for study guidance

Internal guideline 4 / 2009
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Amended fr o m 2009-04-15

Guidelines for study and professional guidance for students at first, second and third level at KTH

These guidelines are based on:

- Higher Education Ordinance (SFS 1993:100)

Background

Study and professional guidance is an obligation which is regulated in the Higher Education Ordinance. In Chapter 6, § 3 it is stated that: "Students shall be provided with study and career guidance. Higher education institutions shall ensure that those intending to begin a course or study programme have access to the information about it that is required." Since the Higher Education Ordinance does not indicate how the university shall work with educational guidance and professional orientation there is a need for guidelines within KTH.

Definition of advising and professional guidance at KTH

Study and vocational guidance means that through guidance and information provide the individual with support in order for the individual to make well-founded choices in their study situation.

Guidance in the broadest sense can be given in contact with the student in the educational, administrative or professional process.

KTH goals: Study and professional guidance

KTH aims to students wishing to study at and are admitted to KTH, to be able to complete their studies and graduate. An education at KTH shall give all graduates a competitive position in the labour market and prepare for lifelong learning. Study and professional guidance at KTH will help students complete their education and complete their studies within the normal study time, and to be well prepared for their future profession.

Comprehensive guidelines for study and professional guidance

All students at first, second and third level at KTH shall be offered a high quality and equal educational guidance and professional information in English or Swedish.

Student guidance and professional orientation will function as support to choices before and during studies at KTH. The students shall be offered adequate information and qualified guidance to become aware of their own resources and be able to make informed decisions about study and career choices.

Limitations in the student's academic and career choices, based on disability, gender or social and cultural backgrounds must be counteracted.

Study and professional guidance should be an integral part of the education. Educational guidance and professional knowledge and experience will be utilized in planning and development of study-related issues at all levels of KTH. Study guidance will be a resource in KTH's work with student recruitment.

Guidance on studies and careers will rely on a well-developed network of contacts and cooperation both in KTH, as the surrounding world.

Study and career guidance shall have a good overview of the career paths of students and be a resource in the process of reaching working professionals in need to update or broaden their skills.

Trained engineers, architects and secondary school teachers are priority groups.

Ethics guidance

Study guidance at KTH shall

- always put the student in the centre and see the development potential of every individual.
- seek to provide relevant, clear and objective information and guidance.
- always leave decisions on study and career choices to students.
- know the limits of their competence and if necessary refer to other competence.
- clarify their roles in the contact with students.
- observe confidentiality in all matters relating to the individual student.

Student guidance organisation

KTH's educational guidance and professional orientation activities will consist of centralised study guidance, career guidance and study and professional guidance at the local schools. All study and professional guidance shall be given in Swedish and English.

The centralised study and career guidance shall serve as a way in on issues of educational choices and professional information.

Study and professional guidance at the local schools is aimed primarily at students and applicants to the school's programmes, courses and doctoral studies. The task shall be organised to accommodate all student groups and individuals at varying needs and be given in

Swedish and English. Each school has a responsibility to organise and clarify how the school works with educational guidance and professional orientation.

Located at: KTH Intranet

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