

BIOMATERIAL AND TISSUE ENGINEERING GRADUATE SCHOOL

Instructions about the supervisory board

1. The composition and role of the supervisory board

Each student expected to have a supervisory board of 2-3 *senior scientists* of whom at least *one* should *not* be included in the same research group. For practical reasons, the thesis supervisor is generally a member. The intention is that the supervisory board helps the student to finish his/her thesis rapidly. The senior scientists in the supervisory board can be consulted during the thesis work at any time in case of problems/questions. For the best of the student, the composition of the supervisory board is critical: the members should have enough interest and time to familiarize themselves with the student's project in order to be able to help. Therefore, please pay particular attention to how you put up your supervisory board!

The supervisory board will meet with the student once a year, and give a short description of the progress of the student to the graduate school board. *The student* has the major responsibility of arranging this communication. The student is also responsible for sending the memo to the graduate school. The *composition of the supervisory boards* should be informed to the coordinator *before April 30th, 2003*.

2. Supervisory board meeting

The supervisory board meeting must be organized by the student before the end of October 2003. The board of graduate school requires that all students do so. The meeting date should also be informed to the coordinator (mika.hukkanen@helsinki.fi; yrjo.konttinen@helsinki.fi) in good time so that we have time to send the research plans to the board members.

3. Supervisory board memo

The supervisory boards may choose who will write the meeting memo. The memo should be max. one A4, and describe shortly the name of the graduate student, supervisory board members and time of the meeting in the top of the memo. The intention is, that the supervisory board estimates how the student has spent his/her year (productivity), what he/she has learned (graduate studies) and what the plans for the near future are. Also, direct suggestions on how the study could be strengthened or improved, are also welcome to the student. If negative feedback is needed, the board should point the weak spots out. The student should make sure that the memo is sent to the graduate school *before November 15th 2003*.

If you have any questions or comments, we would be glad to be of assistance (Yrjö T. Konttinen, tel. 09-191 25210)!