



INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS

TUTORIAL ACTION PLAN

The Institut Barcelona d'Estudis Internacionals (IBEI) undertakes to provide the student with a comprehensive tutoring service, which takes into account both academic learning and vocational guidance as well as personal adaptation to the institution and to postgraduate training. By doing so, IBEI joins the methodological models of university teaching deriving from the adaptation to the European Higher Education Area (EHEA), which are committed to a more comprehensive training, of superior quality and with a higher academic performance.

Tutorial action at the IBEI

At the IBEI, tutorial action is seen as an academic guidance service provided by the faculty to the students so that they receive information, advice and support in the academic, professional and personal domains.

Objectives of the tutorial action at the IBEI

- Becoming the reference and contact point between each student and the IBEI.
- Providing support and guidance to the student in the process of adapting to the IBEI.
- Advising the student in the organisation of his/her curricular itinerary.
- Guiding the student in the identification of academic interests for their curricular itinerary, master's dissertation and internship(s).
- Providing information on the IBEI, its regulations, faculty, international exchange programme, internships and job placements.

Characteristics of the tutoring service

- Each IBEI student will be assigned a tutor for the whole academic year.
- Each IBEI professor or lecturer will be assigned a maximum of 20 students to tutor.
- The tutorial action will be developed individually, at the request of the student or at the tutor's.
- Attention will be individual and personal, and may be supplemented by virtual means.
- Students are required to attend at least two tutorials in the course of the academic year, one at the beginning of each term.

Student orientation services

- Academic orientation: The tutor will guide the student in the definition of the curricular itinerary, the identification of topics of interest for the master's final dissertation and will monitor the student's academic performance.

- Professional orientation: The tutor will advise the student in making decisions related to the international exchange program, curricular or extracurricular internships as well as the continuation of their postgraduate or doctoral studies, and the definition of strategies for job placement.
- Personal orientation: The tutor will support the student in his/her personal and social adaptation to IBEI, with special attention to the needs of foreign students.

Tutor duties

- Establishing a first personal contact with the student in the first week of the academic year to monitor his/her adaptation to the IBEI.
- Advising the student on the choice of elective subjects in order to devise a coherent academic plan, consistent with the student's interests.
- Conducting at least one interview each term with the student in order to personally monitor his/her progress.
- Providing the student with information about the regulations and services offered by the institution.
- Guiding and helping the student in his/her professional career, by signing reference letters or providing institutional support for their candidacies.
- Helping students in personal difficulties, poor academic performance or in relationship problems with their peers.
- If the student does not contact his/her tutor for follow-up, arranging regular meetings with him/her.

Purpose of the initial meeting between the tutor and the student

The initial meeting between the tutor and the student in the first week of the course is crucial to the proper functioning of the master's degrees and the adaptation of the student to the IBEI. To this end, the tutor will be responsible for:

- Creating an environment of trust with the student.
- Knowing their interests, motivations and objectives regarding the master's degree.
- Providing information on the regulations (minimum and maximum number of students per subject, working languages, shopping week) and the services offered by the IBEI (internships, professional development, university exchange programme).
- Together with the student, devising an academic plan of compulsory and optional subjects consistent with the student's interests.
- Deciding on waivers or course substitutions.

Competences

- The Director of the IBEI is responsible for overseeing the application of these regulations, as well as improving the tutorial action plan when appropriate.
- The IBEI Head of Studies is responsible for appointing tutors and ensuring the proper execution of the tutorial action plan at the IBEI.
- The Coordinator of each IBEI Master's Degree is responsible for coordinating the tutors, ensuring that they are fully conversant with the syllabus, as well as suggesting training activities for the tutors, when appropriate.
- Finally, the tutor is responsible for carrying out the functions envisaged in the tutorial action plan, arranging the meetings with the assigned students, monitoring each one of them in accordance with the tutorial action plan.

Tutor training

The IBEI will periodically organise informative sessions aimed at tutors to explain and comment on the most important aspects of their task, the support materials offered by the institution to tutors and students, as well as to inform them about any developments related to the tutorial action plan.

Assessment

IBEI's Academic Management Office will regularly carry out activities to evaluate the tutorial action developed by the faculty and the students' satisfaction with this service.