

TUTORIAL ACTION PLAN OF THE FACULTY OF SCIENCES FOR MASTER'S STUDIES

(Approved by the Governing Committee 3-2018 of the Faculty of Sciences of the UdG on 15 March 2018)

INTRODUCTION

The Tutorial Action Plan (PAT) for master's studies in the Faculty of Sciences (FC) provides support and guidance to students throughout their training. The PAT considers the experience gained from the first editions of master's programmes, acknowledging the close relationship between students and teachers that allows for frequent and individual attention.

The PAT for master's studies in the Faculty of Sciences consists of the following actions:

1. Tutorial action prior to enrolment

The study coordinators provide information to prospective students who inquire about the master's degree programmes, including academic information, scholarship information and other relevant details. Communication is mainly carried out via email, with the possibility of arranging video conferences or telephone interviews. Local students can participate in a face-to-face interview. The Academic and Student Management Service (SGAE) or a designated University office informs students who wish to apply about documentation requirements, relevant information related to the registration process (fees and calendar) and other important information for new students, such as accommodation options or scholarship possibilities.

2. Tutorial action of the registration process

Once the master's admissions committee has admitted the applicant, the SGAE informs the accepted student about the registration process and arranges for a tutorial with the study coordinator. The coordinator conducts individual tutorials, resolving doubts and discussing the contents of compulsory and optional subjects, as well as the possibility of part-time enrolment. Once the tutorial is completed, the student can proceed with online or in-person registration.

3. Welcome session for students

On the first day of class, the coordinators organize welcome sessions for all students, informing them of academic aspects and making themselves available throughout the course. In the first weeks of the course, students will have to choose a delegate, who will represent the class in the Study Council and a contact person with the coordinator for issues affecting the whole group.

4. Student follow-up tutorial action during the course

The coordinators are available to master's students throughout the year for any comments, questions or concerns. Students can request an individual tutorial when necessary. Communication is conducted via email for quick matters and in-person meetings for more complex issues.

5. Academic tutorial action in each subject

The teachers of each subject have individual tutoring hours to assist students by resolving doubts about course content and providing support in carrying out subject work and internships. The teachers also provide additional attention to students who may require it due to their original degree.

6. Tutorial action on the final master's thesis

Students receive detailed information on the characteristics and protocol of the final master's thesis (TFM), including the process of assigning a tutor according to current TFM regulations at the FC.

7. Tutorial action on external internships in a company or other entity

Students receive detailed information on the characteristics and protocol of the external internships (PE), including the process of assigning a tutor according to current PE regulations in the FC.

8. Professional guidance activities

The coordinator of studies of the master's degree collaborates with the different faculties and schools and the Employment Exchange Office to organize professional guidance.

Finally, the UdG has different institutional structures to inform and guide students on various aspects during their stay at the UdG.

- [Student Information and Advice Centre](#) (CIAE), which provides information on access to the university, scholarships and grants, and accommodation for international students.
- [Support Programme for People with Disabilities](#), which offers guidance and resources to individuals with disabilities in all university areas.
- [The University and Sports Programme](#), which supports high-level athletes in making academic life compatible with their athletic commitments.