



**Tutorial Action Plan of the School of Engineering of Pompeu Fabra
University**

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1. What is the Tutorial Action Plan?

As a new student at the School of Engineering of Universitat Pompeu Fabra, you will be assigned a tutor who will guide and advise you throughout your undergraduate studies. The tutorial action is understood as a teaching activity of the professor towards the student, of guiding and formative nature, with the aim of guiding, advising and supporting the student in their personal, academic and professional training process.

2. Objectives

The tutorial action must satisfy both the objectives of the students and the university.

The tutorials will aim to:

1. Promote student integration into the university.
2. Receive stimuli for the students' learning process.
3. Encourage participation at all levels of the institution.
4. Advise on the curricular itinerary of each student.
5. Facilitate the maturation of the professional project of each student.
6. Improve the quality of the learning process.
7. Personalize university education.
8. Promote the appropriate use of the different services and resources that the institution makes available to the student.
9. Reduce academic dropout.
10. Improve academic performance.

3. Characteristics of tutoring

Tutors are assigned randomly, prioritizing the degree or degrees in which they teach.

The UPF establishes three tutoring sessions throughout the year, one per term. Tutoring sessions may be individual or group-based. It is recommended that the first session be held in person; the remaining sessions may take place online or in person, as agreed between tutors and students. For first-year students, the first session may be held as a group to offer a welcome and provide basic information about adapting to the university (your tutor will inform you).

The approximate duration of the tutoring sessions is as follows: as a general rule, group sessions last between 30 minutes and 1 hour, while individual sessions last approximately 30 minutes. This duration may be adjusted at any time and in each case at the tutors' discretion.

If you need an individual session, you can contact the tutor by email. In addition, the tutor can also request a tutoring session if they find it necessary.

Attendance at tutoring sessions is recommended. Even in the absence of problems, it is useful to know how to proceed in situations such as a serious family situation, illness or surgery. In these cases, the tutor can offer guidance on recovering the subjects or the corresponding university procedures.

4. Types of orientations

The figure of the tutor provides support in both the academic and professional areas. In this line, it should be added that there are other units and services from the center and from the UPF itself that provide support in other areas such as Administrative (secretary's office of the center), pedagogical (Verónica Moreno) and others (units such as SACU, Equality, Inclusion, Scholarships, Elite Athletes, etc.)

Therefore, the academic tutor provides support, fundamentally in the following areas:

Academic

- Academic performance.
- Contribution to the definition of the curricular itinerary.

Professional

- Internships in institutions and companies.
- Postgraduate training.
- Employment insertion strategies.

Specific monitoring needs

- Part-time study schedule.
- Continuation of studies.
- Progression of studies.
- Exam opportunities exhaustion

5. Functions of the tutor

In general, the tutor has the functions of:

- Ensure the student's adaptation to the university.
- Know the interests of students.
- Stimulate study and academic performance.
- Accompany students on their academic journey.
- Refer the student to the relevant units/services in case of personal or study difficulties.

In addition, the student must know what types of functions are the responsibility of the tutors, and which are not.

Administration

- ✓ Advice on places where the student can find the information they are looking for (school website, CAU Estudiant, PIE, etc).
- ✗ Information on general administrative matters.
- ✗ Make arrangements or inquiries for the student.

Studies

- ✓ Guidance on doubts regarding the degree the student is studying so that they can take maximum advantage of their capabilities.
- ✓ Specific support on the studies they chose, providing them with tools and resources that help them enhance the development of their academic and professional journey.
- ✓ Refer the student to other professionals at the center and university for specific support
- ✗ Private lessons on content given in class or preparation for exams.
- ✗ Discuss personal/health issues.

And lastly, some general guidelines for tutoring sessions:

- ✓ Communicate by email whenever necessary and the tutor will answer as soon as possible.
- ✓ Request tutoring following the channel agreed upon between tutor/student.
- ✓ Write short and concise emails to facilitate tutor/student communication. If a tutoring session is needed, the details can be discussed during the session.

6. Frequently asked questions/FAQs

Who is my tutor?

Your tutor is assigned to your academic record.

You must go to Campus Global→Academic Secretary→Academic Record.

My tutor doesn't answer my emails, what do I do?

Write to the coordinator of your Degree.

I have questions about the Tutoring Program, who should I ask?

You can write directly to your tutor or send a Student CAU to the center's secretary.

Can I change tutors?

In general, no. If you suffer from or detect any situation related to LGBTI-phobia or ableism, you must contact the UPF Equality and Diversity Unit.

Is there a maximum number of tutorials?

It is recommended to do one per term. However, the total number can be adjusted according to the cases and situations of each student, keeping in mind the objective of these tutoring sessions.

Is tutoring mandatory or voluntary?

Tutoring is voluntary, but it is highly recommended to attend at least the group sessions at the beginning of the course.

What do I do if I cannot attend the scheduled group tutoring?

You must inform the tutor about the reason for your unavailability, and they will provide you with a solution accordingly.

I want to change my degree to another in engineering, what should I do?

You can make a CAU at the secretariat of the center

How do the internships work?

Check the following website for more information:

<https://www.upf.edu/web/enginyeria/fer-practiques>

How does the mobility exchange work?

Check the following website for more information:

<https://www.upf.edu/web/enginyeria/mobilitat>

If I cannot take an exam for a major reason, who should I talk to?

It is essential that you let the person responsible for the subject in question know, the final exams are on official dates and as a general rule it is not possible to make changes.

What do I do if I suffer or witness harassment (physical or psychological) from my colleagues?

If you suffer from any problems related to LGTBT-phobia or ableism, you can contact the UPF Equality and Diversity Unit (igualtat@upf.edu).

7. Websites of interest and complementary information

Information on the degrees of the Department | School of Engineering:

- [Degree in Computational Audiovisual Engineering](#)
- [Degree in Biomedical Engineering](#)
- [Degree in Computer Engineering](#)
- [Degree in Mathematical Engineering in Data Science](#)
- [Degree in Telecommunications Network Engineering](#)

Management and Coordination of the degrees of the School of Engineering

- [Management of the Department and the School of Engineering](#)
- Computational Audiovisual Engineering Coordinator: [Gloria Haro](#)
- Biomedical Engineering Coordinator: [Antoni Ivorra](#)
- Degree in Computer Engineering: [Victor Dalmau](#)
- Degree in Mathematical Engineering in Data Science: [Pablo Arias](#)
- Degree in Telecommunications Network Engineering: [Josep Font](#)

Administrative and Academic Information:

- [Student guide](#)
- [Academic Management](#)
- [Cross-curricular programs](#)

Internships:

- [Website Internships](#)
- E-mail: practicum.engineyeria@upf.edu

Study abroad:

- [Institutional Information](#)
 - [Engineering school information](#)
- Contacto: coord-mobilitat.engineyeria@upf.edu

Information from Student Support Units:

- [Equality and Diversity Unit](#)

The UPF does not tolerate harassment or sexist violence and LGBTIphobia and has a specific [protocol](#) for prevention, detection and action.

If you have been a victim or witness of any case, you should not contact your tutor, you should contact the UPF Equality Unit, located at The Roger de Llúria building on the Ciutadella campus(office 40,067).

The Equality Unit has a whole series of free support services (including a specialized psychological care service), regardless of where the situation of violence occurred (on or off campus) and who the aggressor is, and has agreements with public protection services.

In addition, it manages directly with the corresponding Faculty the curricular adaptation of the student who finds themselves in this type of situation.

The Equality and Diversity Unit also manages the [name change procedure](#) of transgender people, so that they can use their preferred name at university.

- [SACU](#)

This is the University Sustainability, Care and Commitment Unit. They are responsible for student participation in university life with numerous activities such as sports, volunteering, and student associations.

- [SAP](#)

It is the Psychological Counseling Service within the Equality group, offering completely confidential and free care. It provides guidance and psycho-pedagogical advice on aspects related to study and learning, dealing with exam anxiety, job placement techniques, etc.

- [UPF-Inclusion](#):

Currently integrated into the Equality and Diversity Unit. They are responsible for adapting to the studies of students with special educational needs, whether due to illness, disability, or disorder. They are also responsible for accessibility to campuses for those students with disabilities or reduced mobility.