

Tutoring Action Plan of the Doctoral School

Promotion, guidance and tutoring activities form part of doctoral students' all-round training. They serve to broaden their range of experiences and interests and help them to take full advantage of their university studies and find their place in society and the workplace.

The Tutoring Action Plan of the Doctoral School gathers together all actions to support doctoral students and aims to optimise their learning process by boosting their personal autonomy and to assist in bringing their personal, professional and research projects to maturity.

Involved in the Plan are the coordinators of the doctoral programmes, supervisors, tutors, the management of the Doctoral School, the Area of Research Management, support staff for doctoral programmes, the staff of the Doctoral School, the various UAB services (Library Service, faculty IT services, etc.), the PIUNE inclusion service and the doctoral students.

The following is a description of the actions taken under the Plan.

1. Promotion and guidance

Promotion means offering academic information about the structure of the doctoral programmes, their lines of research, timeframes, grants, UAB services, the Code of Good Practice in Research, software of use in doctoral studies and other matters of interest to those wishing to take up these studies.

- **Maintenance of the websites of the Doctoral School and the doctoral programmes.**
The Doctoral School's website and those of the various doctoral programmes play a major role in attracting and informing prospective students. They provide all academic information about the structure of the doctoral programmes, their lines of research, timeframes, grants, UAB services, and other matters of interest to those wishing to take up these studies.
- **Futura fair.** The Futura postgraduate fair is held each year, at the beginning of March, at the *Fira de Montjuïc* in Barcelona. The UAB promotes its doctoral programmes there and gives guidance in choosing the best programme and line of research for each student profile.
- Information sessions on **industrial doctorates**. Every year, talks are organised jointly with the Agency for Management of University and Research Grants (AGAUR) and information on industrial doctorates is sent to all university master's degree coordinators so that they can promote them amongst their students.

- Actions to raise awareness of UAB doctoral studies and promote these – indirectly helping to attract new students. Some examples of such actions are **special-award ceremonies, the 4-Minute Thesis competition, awards made jointly with the Alumni organisation**, etc.
- Collaboration with the office of the vice-rector for Communication and Promotion to promote doctoral studies at specific **international fairs** and virtual fairs, both external and organised by the UAB.
- Collaboration with the office of the vice-rector for International Relations to **set up specific international programmes** with certain universities or countries to recruit international students: for example, the China Scholarship Council (CSC) programme.

2. Actions to inform and guide newly arrived students

- **Welcome session** organised as a doctoral formative activity (**Practical Aspects of the Doctorate**), which provides students with information on the following: academic regulations governing the doctoral programmes, Code of Good Practice in research at the UAB, website of the Doctoral School, transferable formative activities in the Moodle classroom, etc.
- **Welcome session for international students** organised in collaboration with the Area of International Relations.
- **Personalised email** sent to doctoral students to inform them that they have been admitted and to provide them with the **doctorate roadmap** ([link](#)).
- Response to queries via telephone, email or web form.
- **Personal tutoring** by thesis supervisors and tutors and by programme coordinators.
- Personal tutoring by support staff on doctoral programmes.
- **Inscription of new students into the Doctoral School Communication Space** on the Campus Virtual platform, where they can find up-to-date academic information and all information on transferable formative activities.

3. Initiatives taken by the Doctoral School to provide information, support and guidance to doctoral students in general.

- **Academic tutoring** by thesis supervisors and tutors. This academic tutoring process is reflected in the **commitment document**.
- Publishing on doctoral programme websites the requirements and information needed to carry out the **annual review** which assesses the progress of each student's thesis.
- Emails sent each academic year to remind and inform students about the

enrolment process, directing them to the information posted on the doctorate's website.

- Publishing information on all **administrative formalities** to the doctorate's website.
- In the case of students with few reviews remaining, instructions on the **thesis deposit** deadline and the online deposit procedure (explanatory videos).
- Email notification of **calls for mobility applications** and publication of these on the Doctoral School website and the Doctoral School Communication Space on the Campus Virtual platform.
- **Response to queries from doctoral students.** Students can be attended to personally by programmes' coordination and support staff and by the Technical Unit of the Doctoral School. This is done in person or by telephone, email or web form.
- Support and guidance through the programme of **specific formative activities (optional and mandatory) described in the website of the doctoral programmes.**
- Support and guidance through the programme of **transferable formative activities of the Doctoral School** via its Communication Space on the Campus Virtual platform: transferable activities related to the **development of the thesis** and **career guidance and job opportunities** after the thesis.
- Support measures to meet specific needs regarding supervision and tutoring (**PIUNE**), through the doctoral programme and/or the department.
- Organising semesterly events within the framework of the programme **A Healthy Sustainable Campus** and with help from the **Community Activation Unit.**

4. Annexe: addresses and links of interest

- Websites of the Doctoral School and the doctoral programmes
<https://www.uab.cat/web/estudiar/doctorat/tots-els-doctorats-1345664818297.html>
- New students:
<https://www.uab.cat/website/studies/PhD candidate/-first-academic year-1345664825575>
- Doctoral School Communication Space on the Campus Virtual platform
- PIUNE
<https://www.uab.cat/web/discapacitat-i-nee/coneix-el-piune-1345750500520.html>
- Community Activation Unit
<https://www.uab.cat/web/viure-el-campus/participacio-estudiantil-1345661544137.html>

5. Summary table of activities

Promotion and guidance	Websites of the Doctoral School and the doctoral programmes, maintenance and information updates	
	Participation in Futura postgraduate fair	
	Information sessions on industrial doctorates	
	Activities to raise awareness about doctoral studies	Special-award ceremonies
		4-Minute Thesis competition
		Awards made jointly with the Alumni organisation
	International fairs (collaboration with the office of the vice-rector for Communication and Promotion)	
Specific international programmes (collaboration with the office of the vice-rector for International Relations)		
New students	Welcome session / Practical Aspects of the Doctorate (formative activity)	
	Welcome session for international students (Intl. Relations / Doc. School)	
	Doctorate roadmap (Doctoral School website)	
	Emails and personal tutorials (supervisors/tutors and support staff)	
	Joining the Doctoral School Communication Space on the Campus Virtual platform	
Students of all progress reviews	Academic tutoring by thesis tutors and supervisors (commitment document)	
	Annual reviews conducted by the doctoral programme	
	Doctorate roadmap (Doctoral School website)	
	Calls for mobility applications (Doctoral School website, email and Campus Virtual)	
	Specific formative activities (optional and mandatory), on doctoral programme website	
	Transferable formative activities related to the development of the thesis, with career guidance and information on job opportunities (Doctoral School website and Campus Virtual)	
	Support measures to meet specific needs regarding supervision and tutoring (PIUNE)	
	Semesterly events (programme of UAB Healthy and Sustainable Campus and Community Activation Unit)	