

BEFORE THE START OF THE PROGRAM

1st year

2nd year

3rd year

4th year

AFTER COMPLETION OF THE PROGRAM

PROMOTIONAL ACTIVITIES

- Open Days
- Participation in the Education Fair: "Saló de l'Ensenyament"
- Family Days
- Visit to Schools and City Councils
- Meetings of Secondary School Teaching and University
- Argo Program
- Economics Olympics



- Inaugural session
- Digital social networks (*LinkedIn, Instagram*)
- UAB Website

- Welcoming and reception IN students
- Guidelines and orientations for students



ACADEMIC GUIDANCE ACTIONS

- Tutoring plan aimed at CIF and EIT students
- Academic tutorials
- Specific support plan for students with special educational needs (SIDi)
- Learning support workshop: Basic quantitative tools, Quantitative tools II
- Professional skills workshops (SAP)
- Monographic training sessions on bibliographic resources
- Tutoresport program



STUDENT REPRESENTATIVES

- Meeting between class delegates and degree program coordinators
- Meetings of the Deans' Office with student representatives



SUPPORT ACTIONS

- Informative session: Academic awards and online services and procedures / Permanence and evaluation regulations / Self-application of title and self-registration

ACADEMIC GUIDANCE ACTIONS



- UAB Future students' portal
- FEiE study portal



STUDENT RECEPTION

- Enrolment information Session
- Welcome Session
- Motivation and Career Expectations Survey
- Student Guide



ACADEMIC GUIDANCE ACTIVITIES

- Presentation of the University-Business Program (PUE), with external internships (BSc in Business Administration and Management and BSc in Economics)
- Presentation of the mobility programs



ACADEMIC GUIDANCE ACTIVITIES

- Information session on optional subjects and Bachelor's Degree Final Project
- Information session on External Internships
- Information session on International Exchange (outgoing students)
- Information session for accepted outgoing exchange students



ACADEMIC GUIDANCE ACTIVITIES

- Presentation of the bachelor's degree Final Project (TFG)
- Poster preparation support sessions
- Information meeting on the External Internships course for enrolled students



ACTIVITIES FOR GRADUATES

- Graduates' satisfaction survey
- UAB Alumni network
- Faculty of Economics and Business Studies Alumni Network (CAFEE)
- LinkedIn
- Graduation Ceremony



ADVISORY ACTIONS

- Preparation Courses



CAREER GUIDANCE AND ASSESMENT

- Workshops and talks
- Networking with organizations: ECOMATCH, Degree Day



CAREER GUIDANCE AND ASSESMENT

- Workshops and talks
- Networking with organizations: ECOMATCH, Degree Day

BEFORE THE START OF THE PROGRAM

WELCOME ACTIVITIES

DURING STUDIES

AFTER COMPLETION OF THE PROGRAM



PROMOTIONAL ACTIVITIES

- National and International education fair
- UAB Virtual Master's and Postgraduate Fair
- Email outreach and mailings to professionals
- Social media and *Alumni* engagement
- International Networks
- *Inomics* platform
- Promotion through other institutions



ACADEMIC GUIDANCE ACTIONS

- Master website
- Information emails
- Information guides
- UAB International Support Service (ISS)



STUDENT RECEPTION

- Welcome session
- Opening session
- UAB International Support Service (ISS)



ACADEMIC GUIDANCE ACTIVITIES

- Follow-up meetings
- Course selection
- Academic tutorials
- Presentation of the Master's Thesis (MT)
- Presentation of the Professional Internships module (MUM and MEINS)
- Mentoring program (MAE, for 2nd year students)



SUPPORT ACTIVITIES

- Social program
- Monographic training sessions on library resources
- Seminars and conferences



ADVISORY ACTIVITIES

- Projects advising
- MT follow-up session
- Professional internships follow-up sessions (MUM and MEINS)



CAREER GUIDANCE ACTIVITIES

- Information session: companies and international institutions
- Information session: private sector professionals
- Company visits
- Job Market
- Presentation of PhD studies



ACTIVITIES FOR GRADUATES

- Master's graduates' satisfaction survey
- UAB *Alumni* network
- School of Economics and Business *Alumni* network (CAFEE)
- *LinkedIn*
- Graduation Ceremony

Index

A. TUTORIAL ACTION PLAN OF THE SCHOOL OF ECONOMICS AND BUSINESS: BACHELOR'S DEGREE PROGRAMS.....	7
A1. ACTIONS BEFORE THE START OF THE PROGRAM	7
A1.1. Promotional Activities.....	7
A1.2. Academic guidance activities.....	8
A1.3. Advisory activities	9
A2. ACTIONS DURING THE PROGRAM	9
A2.1. Information activities (cross-cutting).....	9
A2.2. Tutoring activities (cross-cutting)	10
A2.3. Engagement with student representatives (cross-cutting actions).....	11
A2.4. Advisory activities (cross-cutting)	12
A2.5. Welcome activities (<i>first year</i>)	12
A2.6. Academic guidance activities (<i>second year</i>)	13
A2.7. Academic guidance activities (<i>third year</i>).....	14
A2.8. Academic guidance activities (<i>fourth year</i>)	15
A2.9. Career guidance activities (<i>for all students</i>)	15
A3. ACTIONS AFTER COMPLETION OF THE PROGRAM	16
A3.1. Actions aimed at graduates	16
B. TUTORIAL ACTION PLAN OF THE SCHOOL OF ECONOMICS AND BUSINESS: MASTER'S DEGREE PROGRAMS.....	17
B1. ACTIONS BEFORE THE START OF MASTER'S PROGRAMS.....	17
B1.1. Promotional activities	17
B1.2. Academic guidance activities	19
B2. STUDENT STAY AT THE UNIVERSITY: ACTIONS UPON ARRIVAL	20
B2.1. Actions upon arrival	20
B3. STUDENT STAY AT THE UNIVERSITY: ACTIONS DURING THE PROGRAM	21
B3.1. Tutoring activities.....	21
B3.2. Support activities	23
B3.3. Advisory activities	23
B3.4. Career guidance activities	24

TUTORING ACTION PLAN (TAP)
SCHOOL OF ECONOMICS AND BUSINESS (UAB)

PAT FEiE – 02/03/2026

B4. ACTIONS AFTER COMPLETION OF THE PROGRAM	25
B4.1. Graduate follow-up activities.....	25

TUTORIAL ACTION PLAN OF THE SCHOOL OF ECONOMICS AND BUSINESS (FEiE)-UAB

The Tutorial Action Plan (TAP) is the set of actions designed to provide students with the maximum support during their time at the University so that they can successfully complete their studies. It includes the support needed for their integration into the academic life of the School where they study and into the University, follow-up throughout their academic pathway, guidance in choosing elective courses and tracks, and, finally, career guidance, including mobility opportunities and external internships.

At the bachelor's level, the School of Economics and Business offers four bachelor's degree programs and manages two double-degree pathways:

- Bachelor's Degree in Business Administration and Management (with a fully English-taught track)
- Bachelor's Degree in Economics (with a fully English-taught track)
- Bachelor's Degree in Accounting and Finance
- Bachelor's Degree in Business and Technology
- Double-degree pathway: Bachelor's Degree in Business Administration and Management + Bachelor's Degree in Law
- Double-degree pathway: Bachelor's Degree in Economics + Bachelor's Degree in Computational Mathematics and Data Analytics (starting in academic year 2025–26)

At the master's level, the School of Economics and Business manages six official master's programs and participates in five additional programs. The master's programs coordinated by the School of Economics and Business at UAB are:

- Three master's programs managed and delivered exclusively by FEiE:
 - Master in Applied Research in Economics and Business (MAREB)
 - Master in Economic Analysis (MAE)
 - Master in Economics and Business Administration (MEBA)
- Two interschool master's programs coordinated by FEiE and delivered with other UAB Schools:
 - Master's Degree in Marketing (MUM)
 - An inter-school master's program coordinated by FEiE: Master's Degree in Entrepreneurship and Social Innovation (MEINS)
- An interuniversity master's program coordinated by FEiE: Master in Management, Organization and Business Economics (MMOBE), with the participation of the Public University of Navarra and the University of the Balearic Islands.
- Master's programs in which FEiE participates (coordinated by another institution) include:
 - Master's Degree in Economic History (MOHE), coordinated by the University of Barcelona (participating institutions: UB and UAB)
 - Master Erasmus Mundus in Models and Methods of Quantitative Economics (QEM) (participation institutions: Université Paris 1 Panthéon-Sorbonne,

- Università Ca'Foscari Venezia, Warsaw School of Economics, and Université Catholique de Louvain
- Master's Degree in Data Science and Master's Degree in Specialized Economic Analysis, both coordinated by UPF (BGSE) (participating institutions: UPF and UAB).

All of these programs are taught in English, except MUM, MOHE, and MEINS, which are taught in Catalan and/or Spanish. All master's programs last one year (60 ECTS), except the Master in Economic Analysis (MAE), which lasts two years (120 ECTS).

The following sections describe the actions that constitute the Tutorial Action Plan (TAP) of the School of Economics and Business (FEiE). This document is structured in two parts, depending on its target audience: the TAP for bachelor's students and the TAP for master's students. Each part is organized first by when the actions take place, and second by the objectives of those actions.

At the beginning of the document, two infographics (one for bachelor's programs and one for master's programs) summarize the main actions included in the TAP. A final appendix provides links to historical information for each section of the document.

A. TUTORIAL ACTION PLAN OF THE SCHOOL OF ECONOMICS AND BUSINESS: BACHELOR'S DEGREE PROGRAMS

The set of actions that make up the TAP for the bachelor's degree programs is structured by when they are carried out, with three main stages: before the start of the program, during the program, and after completion. The longest period—and therefore the one that concentrates most actions—is the student's time at the University. Within this period, the plan distinguishes between cross-cutting actions implemented throughout the entire stage and actions carried out in each academic year, since they are linked to the curriculum.

A1. ACTIONS BEFORE THE START OF THE PROGRAM

A1.1. Promotional Activities

Promotional activities consist of providing academic information on the structure and content of the programs, scholarships, elective courses, specializations, career opportunities, and the services offered by UAB and, specifically, by FEiE:

Open Days

These events are held at FEiE over three days during the month of February. Members of the Dean's Office team and degree program coordinators provide prospective students with information about FEiE and the bachelor's degree programs it offers (content, differences between programs, career opportunities, etc.).

[Open Days UAB](#)

[Dades JPO FEiE 2026](#)

Participation in the Education Fair (Saló de l'Ensenyament)

In early March, the Education Fair takes place over five days at the Montjuïc venue in Barcelona and targets prospective bachelor's students. FEiE participates with a booth within the UAB area, staffed throughout the day by faculty and current students from the School, who address and answer all questions from visitors. [Web Saló Ensenyament](#)

Family Day

To introduce the UAB campus, the programs offered, and university services to families of second-year upper secondary students and higher vocational training students, this activity is held each year in early May on a Saturday morning. After a welcome by the Dean, attendees are divided into groups and visit the School's facilities (classrooms, library, departments, etc.), guided by a faculty member, and then have the opportunity to ask questions about the different bachelor's degree programs offered by FEiE. [UAB Family Day](#)

Meeting between secondary school and university teaching staff

Since the academic year 2014–15, and in collaboration with UAB's Institute of Education Sciences (ICE), the School has periodically organized the "Meeting between secondary school and university teaching staff: Economics and Business subjects." Its goal is for secondary teachers of Economics and Business and first-year instructors at the School to share experiences to improve the transition for students entering university and to guide them on the options available to students studying these subjects in secondary education. These meetings have become well-established over time.

Argó Program

FEiE professors supervise research projects for second-year upper secondary students, providing both topics and guidance on project development. This program is organized by UAB's Institute of Education Sciences (ICE). [Web programa Argó](#)

Economics Olympiad

The Economics Olympiad is a nationwide academic competition involving 44 public universities. Its aim is to stimulate and foster the study of economics and business among second-year upper secondary students and to strengthen the necessary links between secondary and university education. [Data 2024-25](#)

The local phase organized by UAB consists of an exam assessing knowledge from the Business Economics subject taught in the second year of upper secondary education. A maximum of two students per secondary school in the province of Barcelona may participate, according to the assignments made by the organizing committees of the participating universities. The top three students (1st, 2nd, and 3rd) in the local phase advance to the national final phase of the Spanish Economics Olympiad ([web](#)). The first-place student, if they enroll in one of the School's bachelor's degree programs, also receives a prize covering 100% of the tuition fee. [Web Olimpíada d'Economia FEiE-UAB](#)

A1.2. Academic guidance activities

UAB Prospective Students website

Information on the UAB website for prospective students:
[Studies - Universitat Autònoma de Barcelona - UAB Barcelona](#)

FEiE Study website

FEiE guidance activities:
[Study - Faculty of Economics and Business Studies - UAB Barcelona](#)

Internacional Students

UAB provides all international students with a specific guide ([Handbook for International Studies](#)), published in English. It contains a wide range of relevant information for students coming from other countries (both undergraduate and graduate), including required procedures, housing options, estimated living costs, and more.

A1.3. Advisory activities

Preparatory actions

Aimed at first-year students, these actions take place during the last days of August and the first days of September, just before the academic year begins. Their goal is to strengthen students' knowledge in subject areas where generalized gaps have been identified in prior preparation and which, in some cases, may compromise appropriate progress in related courses. They are organized as practical workshops in small groups. Traditionally, a [Preparatory Mathematics Course](#) has been offered to all students joining the School.

A2. ACTIONS DURING THE PROGRAM

First, we present the actions addressed to students regardless of year (cross-cutting actions). We then list the actions specifically aimed at students in each academic year.

A2.1. Information activities (cross-cutting)

Opening ceremony

At the beginning of each academic year, the School holds the official opening ceremony for the year, a formal event for the entire School community (faculty, professional services staff, and students), where the Dean and the Rector (or their delegate) officially declare the academic year open. Each year, the event includes a keynote talk by an alumnus/alumna or a prominent figure in the economic and business environment. In academic year 2025–26, a new feature was added: public recognition of students who completed their studies in the previous year with the highest GPAs, as well as faculty with the best results in teaching evaluation surveys. [Link Opening ceremony 2025-26](#)

Welcome and orientation session (incoming exchange students)

In this session, the School meets with students from other universities, both domestic and international, who will complete part of their studies at the School as part of an academic mobility program. The aim is to inform them about opportunities to engage with the rest of the School's student community and to address any questions that may arise about how the School operates.

Social media

The Dean's Office has [LinkedIn](#) and [Instagram](#) profiles in order to keep the FEiE community up to date on School activities and news.

FEiE website

The School website is the main channel for information about academic life, programs, and activities. It provides students with access to the resources, services, and guidance they need throughout their academic pathway: [Faculty of Economics and Business Studies - UAB Barcelona](#)

Guidelines and orientation for students

This document provides FEiE students with the information they need to carry out their academic activity as satisfactorily as possible. It is structured in seven sections covering: (1) Access and admission; (2) Enrollment (including part-time enrollment); (3) Teaching and learning; (4) Academic life (including information on mobility, curricular internships, and the Bachelor's Degree Final Project—TFG); (5) Degrees and certificates; (6) Participation; and (7) A directory of miscellaneous information. [Link to the document \(in English\)](#)

A2.2. Tutoring activities (cross-cutting)

Mentoring plan for students in the bachelor's degree programs in Accounting and Finance and Business and Technology

Academic mentoring is an activity in which upper-year students provide support to other students. Its purpose is to help newly admitted students who choose to participate make a smooth transition and successfully integrate into university life and their program of study—academically as well as socially and culturally—through direct access to advice and support from a more experienced peer.

In this way, it contributes both to improving new students' academic performance by facilitating their personal adjustment to university life and to the mentor's development, since it allows the mentor to build skills and competencies that will be useful in their future professional career. [Link to the mentoring plan \(in Catalan\)](#)

Academic tutorials / office hours

If they wish to clarify questions or discuss specific situations, students at the School may contact faculty in person during office hours or by email to arrange a date and time to meet.

Tutoresport program

The School has a program coordinator and faculty tutors responsible for the academic supervision of high-performance athletes enrolled at the School. The School also carries out external outreach activities to promote the program. [Link to the Tutoresport website \(in Catalan\)](#)

Tutoring plan for students with specific support needs

UAB's Equality and Diversity Service (SIDi) carries out a range of functions aimed at promoting equality, inclusion, and diversity within the University, including specific support for students with special educational needs. The School has an inclusion officer responsible for tutoring these students and serving as a liaison among students, faculty, and SIDi. [Link to SIDi website \(in English\)](#)

Learning support workshops:

- **Basic Quantitative Tools Workshop I**
The goal of this workshop is to consolidate the concepts and content needed to reinforce learning in *Mathematics I*. It is therefore especially aimed at students enrolled in *Mathematics I* in any of the School's bachelor's degree programs. [Link to 2025-26 edition \(in Catalan\)](#)
- **Basic Quantitative Tools Workshop II**
The goal of this workshop is to consolidate the concepts and content needed to reinforce learning in *Mathematics II*. It is aimed at students enrolled in *Mathematics II* in any of the School's bachelor's degree programs. [Link to 2024-25 edition \(in Catalan\)](#)
- **Professional skills workshop: SAP**
A course designed to deepen students' understanding of the fundamentals of business management through SAP software, both in private companies and in public organizations and agencies.
- **Monographic training sessions on bibliographic resources**
The Social Sciences Library (Bellaterra Campus) and the University Library of Sabadell organize training activities to present the resources and services available and to provide tools for accessing and managing specialized information.

A2.3. Engagement with student representatives (cross-cutting actions)

Meetings between course delegates and degree program coordinators

Degree program coordinators hold periodic meetings with course delegates throughout the semester in order to gather information on the overall functioning of the academic year and its courses. These meetings provide a structured space for direct communication that offers first-hand information on teaching delivery, helps detect potential issues, and enables improvement proposals to be channeled quickly.

Meetings of the Dean's Office team with student representatives

Members of the Dean's Office team —especially the Vice Dean responsible for student affairs— hold regular meetings with representatives of the Student Council.

A2.4. Advisory activities (cross-cutting)

The School's Academic Management Office, in coordination with the Dean's Office team, organizes information sessions for students on current academic regulations and the most common administrative procedures to ensure awareness and facilitate academic guidance.

Links to the session materials:

- [Academic recognition and online services and procedures \(in Catalan\)](#)
- [Academic progress and assessment regulations \(in Catalan\)](#)
- [Degree certificate application and online self-enrollment](#)

A2.5. Welcome activities (first year)

Enrollment information session

This session is the first welcome activity for newly admitted students after admission to the requested program is confirmed through the pre-enrollment process. It is announced on the School's website and through personalized communications. Its purpose is to guide students through the enrollment process and provide relevant information for starting the program. During the session, students are informed about study-load options (full-time or part-time), the University's main academic regulations (especially academic progress requirements), as well as the preparatory actions offered by the School.

The session is organized by the Academic Management Offices on FEiE's two campuses, with support from the Dean's Office team.

Links to materials from the 2024-25 enrollment information session: [Tutorial Action Plan and Academic Progress Regulation \(in Catalan\)](#)

Welcome sessions

The welcome sessions are the School's official institutional event for first-year students and take place on the first day of classes. They are chaired by the Dean and include participation by the degree program coordinator. During the session, the Dean delivers the institutional welcome, while the program coordinator presents the most relevant academic aspects of the program and offers general guidance for following courses, as well as information about faculty, how the School operates, and University resources.

This session also introduces the degree coordinator as the main academic point of reference throughout the program and helps students identify the available support channels and points of contact. By the end of the session, students have an overall understanding of the essential elements of their program and how the University functions, as well as the information needed to explore in more depth any aspects they consider of interest. [Link to the announcement of the 2025–2026 welcome sessions](#)

Motivation and career expectations survey

Newly admitted students are invited to complete a survey designed to identify the motivations that influenced their decision to enroll in one of the bachelor's degree programs offered by the UAB School of Economics and Business, as well as their career expectations after completing their studies. The information collected serves two purposes. First, it helps identify students' motivation levels and interests in order to design targeted complementary activities that foster stronger engagement and connection with the School. Second, it supports planning training and information actions to help students define their academic pathway and prepare for their future transition into the labor market. [Link to the 2025–26 survey \(in Catalan\)](#)

Student guide

The Student Guide is an orientation resource aimed especially at students joining the School for the first time. It brings together, in a structured way, the essential information needed to support academic integration and understanding of how the School operates. It includes links to key content—such as class schedules, academic progress requirements, and exam calls, the academic calendar, and the Student Council—as well as identification of people holding positions of responsibility and representation (the Dean's Office team, degree program coordinators, among others). This resource provides students with a single point of reference to navigate the academic year effectively. [Link to the 2025-26 Student's Guide](#)

A2.6. Academic guidance activities (*second year*)

Presentation of the External Internships course (PUE track) (BSc in Business Administration and Management and BSc in Economics)

These sessions are aimed at second-year students in the bachelor's degree programs in Business Administration and Management and Economics and are held during the second semester of the academic year. The leadership team of the University–Company Program (PUE) presents the contents of the track, including the courses it comprises, the associated professional profile, the internships to be completed, and the admissions process.

In addition, individual interviews are conducted with students who express interest in joining the program in order to learn about their academic and personal profile, their career expectations, and to provide appropriate guidance on their participation in the program. [Link to the PUE information on the School \(in Catalan\)](#)

Presentation of the mobility programs

The University has a [webpage](#) with information on the different exchange programs available to students. Each School must also maintain specific information that complements the general information and is essential for the program to run properly. FEiE has a dedicated webpage that provides detailed information on [mobility and exchange programs](#), which is a key component of student support throughout the entire process.

A2.7. Academic guidance activities (*third year*)

Sessió informativa sobre assignatures optatives i Treball de Fi de Grau

Aimed mainly at third-year students in the School's bachelor's degree programs, this session is held during the second semester of the academic year. Degree program coordinators provide details on the different tracks (elective courses, the professional profile associated with each track, etc.). In this way, students receive first-hand information about the elective structure of their degree and can address questions directly to the coordinators, who have an in-depth understanding of the specific features of each specialization.

The session also includes information on the Bachelor's Degree Final Project (TFG), which is mandatory in all bachelor's degree programs. [Link to the TFG information webpage for academic year 2025-26.](#)

Presentation of the External Internships course

External internships are optional in the School's bachelor's degree programs, with exceptions for students enrolled in the PUE track in Economics or Business Administration and Management, and students in the Dual track in Business and Technology. In a session aimed at third- and fourth-year students, the operation of the external internships course is explained for each case, including details on host organizations and the assessment system.

Personal interviews are held with students who enroll in the internship program in each degree in order to learn about their personal profile and their career expectations. [Link to the School website section with information on external internships.](#)

Information session on International Exchange (outgoing students)

In this meeting, the exchange program is presented to interested students. The session is led by staff from the International Relations Area (ARI) for all students on campus. Its purpose is to present the opportunities available to study for one or two semesters at another university. Although the exchange program is academic in nature, the session also highlights additional benefits of the experience, such as improved language proficiency—crucial for students' training and future employability—and cultural exchange.

Information session for accepted outgoing exchange students

This meeting is aimed at students who have already been selected to participate in the mobility program. The exchange coordinator from the Academic Management Office and the School's exchange coordinators lead the session. The goal is to support students with all administrative procedures related to program participation, as well as the steps required to obtain the learning agreement, which defines how the courses taken at the host university will be incorporated into the student's degree plan.

A2.8. Academic guidance activities (*fourth year*)

Presentation of the Bachelor's Degree Final Project (TFG) course and support sessions

The Bachelor's Degree Final Project (TFG) course is mandatory in all bachelor's degree programs. In an initial in-person session, students are informed about the project requirements, the assignment process through the relevant application, follow-up sessions, and the submission and assessment procedures. In the same session, the structure the TFG must follow is explained and students receive guidance on the appropriate use of bibliographic sources. [Link to the TFG information webpage for academic year 2025-26.](#)

Poster preparation support sessions

Two sessions are offered (one in the first semester and one in the second) explaining how to prepare a scientific poster. The dates of these sessions are published each academic year on Link to the [TFG information webpage](#) on the School's website.

Presentation of the External Internships course

External internships are optional in the School's bachelor's degree programs, with exceptions for students enrolled in the PUE track in Economics or Business Administration and Management, and students in the Dual track in Business and Technology. In a session aimed at third- and fourth-year students, the operation of the external internships course is explained in each case, including details on host organizations and the assessment system.

Personal interviews are held with students who enroll in the internship program in each degree to learn about their personal profile and career expectations. [Link to the School website section with information on external internships.](#)

A2.9. Career guidance activities (*for all students*)

Employability actions

All students (from first to fourth year) are encouraged to continuously improve their profiles and to view labor-market entry as a progressive process that involves preparing across different dimensions of employability —especially soft skills—throughout the bachelor's degree.

In addition, FEiE carries out various career guidance activities during the academic year aimed mainly at third- and fourth-year students:

Training workshops

Employability-focused training workshops are organized in close collaboration with UAB's Employability Service.

ECOMATCH (Bellaterra Campus) and Degree Day (Sabadell Campus)

The aim of this initiative is to provide tools and bring companies and institutions closer to students across all year levels in FEiE's bachelor's degree programs. Within this framework, networking activities are organized with representatives from different sectors, with particular attention to recruitment and selection processes. Links to [ECOMATCH 2025](#) i [Dia del Grau 2025](#)

ECOMATCH *networking with organisations*

EiE organizes a series of themed networking interactions throughout the academic year. The School website provides information on the date, time, and location (Agenda and News sections) [Link to thea ECOMATCH and Speed Networking program 2025](#).

Conferences

FEiE organizes a range of conferences throughout the academic year on different topics. The School website provides information on the date, time, and location (Agenda and News sections). This category also includes presentations, talks, and lectures delivered by invited speakers from different companies and institutions who visit the School throughout the year.

A3. ACTIONS AFTER COMPLETION OF THE PROGRAM

A3.1. Actions aimed at graduates

Graduates' satisfaction survey

The purpose of UAB's graduates' survey is to assess graduates' level of satisfaction with different aspects of the degree they completed and their experience at the University.

UAB Alumni Network

At graduation, students receive information about the UAB Alumni Network, whose aim is to maintain ties with graduates, promote lifelong learning, employability, sociocultural activities, and networking. [Link to Alumni UAB](#)

Within this framework, the School also maintains its own register of graduates (CAFEE), integrated into its alumni engagement activities.

Graduation ceremonies and diploma-awarding events

At the end of each academic year, the School holds the official graduation ceremony for students completing their studies at the **School of Economics and Business**. The event is chaired by the Dean and includes the participation of a faculty member who serves as the class sponsor and is chosen by students in each bachelor's degree program. A student representative also addresses the audience on behalf of the graduating class. Afterwards, the graduates who attend receive a diploma issued by the School as a keepsake commemorating the event. [Link to the School website section with information on the 2024–25 graduation ceremonies](#)

B. TUTORIAL ACTION PLAN OF THE SCHOOL OF ECONOMICS AND BUSINESS: MASTER'S DEGREE PROGRAMS

The set of actions that make up the TAP for the master's degree programs is structured according to when they are carried out. All master's programs at the School last one year (60 ECTS), except the Master in Economic Analysis (MAE), which lasts two years (120 ECTS).

TAP actions are distributed across four moments: before the start of the program, upon arrival, during the program, and after completion. The longest period—and therefore the one that concentrates most actions—is the student's time at the University.

B1. ACTIONS BEFORE THE START OF MASTER'S PROGRAMS

B1.1. Promotional activities

National and international education fairs

UAB's Communications and Promotion Area advises prospective students in choosing the master's program that best fits their goals. To this end, this unit organizes and participates in a range of promotional and guidance activities, including postgraduate information days, distribution of master's program brochures, career guidance sessions within FEiE, and national and international education fairs.

Interuniversity master's programs are included in the official master's program catalogs of the participating universities and therefore benefit from the general, institution-wide outreach and promotional activities carried out by those universities.

UAB Virtual Master's and Postgraduate Fair

The School's official master's programs regularly participate in the different editions of the UAB Virtual Fair for Master's, Postgraduate, and PhD Programs. In each edition, time slots are scheduled during which the master's program coordinator gives a brief presentation and answers participants' questions. [Link to information on the 2026 UAB Virtual Master's and Postgraduate Fair.](#)

Digital communication and outreach channels

Each master's program has its own institutional email address, which serves as the official channel for providing information and assistance to prospective applicants. Through this channel, academic, admissions, and program-organization queries are addressed, enabling direct communication with the master's program coordination team.

In addition, some master's programs conduct digital outreach targeting faculty and researchers at other universities, as well as specialized academic networks, to publicize the program, its educational approach, and its areas of specialization. These actions help strengthen the master's programs' academic visibility and support recruitment of students whose profiles align with the program's objectives.

Social media and alumni engagement

Most of the School's official master's programs maintain profiles on social media platforms to increase visibility, promote the program, recruit new students, and share information about program-specific activities. These channels also help maintain ties with graduates (alumni), who—based on their direct knowledge of the program—can serve as references and advocates for the master's program.

International networks

The Master in Economic Analysis (MAE) participates in several international networks, which provide an additional channel for promoting the program. This participation helps ensure the program's visibility and outreach at leading universities worldwide. The master's program currently participates in the following networks:

- **Erasmus Mundus Master's program:** The courses offered by the program are part of the teaching delivered within the Erasmus Mundus Master “Models and Methods of Quantitative Economics” (QEM), a joint program involving the Universitat Autònoma de Barcelona, Universität Bielefeld, Université Paris 1 Panthéon-Sorbonne, and Università Ca' Foscari Venezia. The Erasmus Mundus program aims to enhance the quality of higher education through international cooperation, exchanges, and mobility, which also broadens and complements the dissemination channels of the Master in Economic Analysis (MAE).
- **ENTER Program.** The program is also part of ENTER (European Network for Training in Economic Research), a European network of PhD programs in Economics. The network includes the IDEA Program—a PhD program linked to the Master in Economic Analysis—together with Université Libre de Bruxelles, University College London, Universität Mannheim, CentER (Tilburg University), Stockholm School of Economics, Université Toulouse 1 Capitole, and Universidad Carlos III de Madrid. This network promotes student mobility and academic interaction among participating universities, which strengthens the international visibility and outreach of the Master in Economic Analysis.
- **MIBF Program:** The Master in Economic Analysis offers a double degree with Lingnan University (Hong Kong) for students who wish to specialize in Financial Economics and Banking and add an internationally oriented credential to their academic profile in one of Asia's leading financial and economic hubs. This program combines the MAE's analytical training in economics with the specialized preparation provided by the Master of Science in International Banking and Finance (MIBF), whose curriculum focuses on banking and finance, including regulation and compliance, and maintains close links with Hong Kong's financial markets. Through this double-degree pathway, students earn both master's degrees within two years and can access the career support services of both institutions. Students following this track complete both semesters of the first year at UAB, the first semester of the second year at Lingnan University, and the second semester of the second year back at UAB.

The IDEA PhD Program—which, for a significant share of students, is the main reason for enrolling in the Master in Economic Analysis—is jointly organized with the Barcelona Graduate School of Economics. As a result, the Master in Economic Analysis has an indirect presence on

the Barcelona GSE website and through its international outreach and promotion activities (see www.barcelonagse.eu).

As an interuniversity master's program, the Master in Management, Organization and Business Economics (MMOBE) also benefits from the dissemination and promotional activities carried out by the participating universities: the Public University of Navarra and the University of the Balearic Islands.

Inomics

The Master in Applied Research in Economics and Business (MAREB), the Master in Economic Analysis, and the Master in Economics and Business Administration (MEBA) contract the *Inomics* platform each academic year to promote their programs. *Inomics* is a leading international platform for advertising master's programs in Economics and Business.

Promotion through other institutions

In the case of interuniversity master's programs, information is also available on the official institutional websites of the participating universities:

- [UPNA MMOBE webpage](#)
- [UIB MMOBE webpage](#)
- [UNIVE QEM webpage](#)
- [Univ-Paris1 QEM webpage](#)
- [Warsaw School of Economics QEM webpage](#)
- [Université Catholique de Louvain QEM webpage](#)

B1.2. Academic guidance activities

Webpage

The School's official master's programs each have their own webpage within UAB's institutional website, which serves as the main public information channel for the programs. These pages provide up-to-date information on academic content, faculty, admission requirements, the pre-enrollment and enrollment process, and career opportunities ([MAE](#), [MAREB](#), [MEBA](#), [MEINS](#), [MMOBE](#), [MUM](#)). This space enables prospective applicants to gain a comprehensive overview of the program before starting the admissions process.

Informational emails

After being admitted and before arriving on campus, newly admitted students receive a document with all the information needed to facilitate their arrival at the start of the academic calendar. This document includes information on the welcome session, the academic calendar, enrollment documentation, health insurance, visa and residence permit procedures, housing, transportation to the University, and estimated initial expenses, among other topics.

Given that most master's students come from outside Spain, having this information in advance is especially important, since some procedures must be initiated from the student's home

country. Master's program administrative staff and program coordinators provide guidance and support with these steps. Pre-arrival communication is carried out mainly by email and, when necessary, also by phone.

Information guides

UAB provides all international students with a specific guide ([Handbook for International Studies](#)), published in English, which includes relevant information for students coming from other countries (both undergraduate and graduate), such as required procedures, housing options, and estimated living costs, among other topics.

Students in the Master in Economic Analysis (MAE) also receive, by email, a Student Guide that includes the program's internal academic regulations on academic progress and overall program procedures. They also receive a specific guide to help them prepare for their arrival in Barcelona, structured as a Q&A, which includes information on housing, health insurance, documentation required for enrollment, document legalization in the home country, translations, visas and student residence, as well as guidance on how to travel from the airport to downtown Barcelona and to UAB.

International Support Service (ISS) de la UAB

For students applying for a visa, the master's programs also rely on support from UAB's International Support Service (ISS), which provides specific guidance on immigration procedures and required documentation.

B2. STUDENT STAY AT THE UNIVERSITY: ACTIONS UPON ARRIVAL

Students' time at the University begins upon arrival on campus and spans the entire period of study. First, we present the support actions implemented throughout this whole period. Next, we detail the actions carried out upon arrival and those that take place during the period when academic activity intensifies.

B2.1. Actions upon arrival

Welcome session

Before teaching begins, students are invited to a welcome and orientation meeting. In this session, they receive detailed information about the program, schedules, the academic calendar, classrooms, the virtual campus, faculty, assessment criteria, the honor code, and more.

In addition, Academic Management staff and the coordinators of the different programs explain the enrollment process and the required documentation in detail. Students are also informed about the various UAB services available (Libraries, Language Service, Health Care Service, Physical Activity Service, etc.).

MMOBE students complete part of their coursework in Pamplona during the third term. On their first day there, they receive detailed information on how the [Public University of Navarra](#) operates and how to access its resources.

Opening session

The opening session is the official start-of-year event, aimed especially at the master's students and faculty, and has an academic focus. Depending on the master's program, it may take different formats—from a keynote lecture by a highly recognized scholar to a full-day series of talks in which program faculty present, in a concise and motivating way, relevant issues across different areas of economics and/or business.

UAB International Support Service (ISS)

ISS provides information to non-resident students and answers any questions related to the procedures required to obtain authorization to stay in Spain for study purposes. This office is located at Plaça Cívica on the Bellaterra Campus.

B3. STUDENT STAY AT THE UNIVERSITY: ACTIONS DURING THE PROGRAM

B3.1. Tutoring activities

Follow-up meetings

Follow-up meetings are a key element for monitoring master's students' progress and development. These meetings are held on an individual basis and are scheduled by the master's program coordination team in order to exchange information in a personalized way with each student.

A central purpose of these meetings is to give the coordination team an individualized understanding of each student, including the specialization the student wishes to pursue and how they plan to use the knowledge gained during the master's program. This exchange is essential for guiding course selection, identifying research areas, and choosing a direction for the Master's Final Project.

At the same time, this personalized knowledge makes it possible to provide more effective career guidance, both for entry into the labor market and for continuation into PhD studies.

Course selection

Students can choose from a range of elective courses. The master's program coordination team holds individual meetings to ensure that the selected courses align with each student's specialization goals, training needs, and career plans.

Academic tutorials/office hours

Master's students may contact faculty to clarify questions or discuss specific issues, either in person during office hours or by email or phone to arrange a meeting.

In the case of the Master in Economic Analysis (MAE), the program also offers four tutoring groups made up of students and faculty, including thesis or Master's Final Project supervisors. These groups meet weekly, and in each session, one or more students present their research. This space allows for guidance in a relaxed and interactive setting and promotes collective learning through peer feedback. Students interested in continuing their academic pathway through a PhD may join one of these groups. The purpose of the tutoring groups is not assessment but rather support during the process of developing an original research project in Economics.

Presentation of the Master's Final Project (TFM)

Each master's program organizes at least one specific information meeting on the Master's Final Project (TFM) for its students. During this session, the master's program coordinator—often together with the faculty member responsible for the TFM module—provides all information related to completing the project, including supervision, the timeline for selecting a supervisor, follow-up procedures, and guidance on content and format.

In addition, the coordination team provides students with a Master's Final Project Guide describing the processes involved in preparing and defending the TFM, including assessment criteria and the learning outcomes students are expected to achieve. Some master's programs also have a dedicated Moodle space for the TFM where all relevant information is made available.

Presentation of the Professional Internships course

The Master's Degree in Marketing (MUM) organizes, during the first semester, an information session on the optional Professional Internships course for all master's students. The session explains how the internships work and provides information on available placements, partner organizations, the assessment system, and the planned timeline. Students are also informed about the possibility of completing extracurricular external internships organized by UAB's [Employability Service](#) de la UAB.

Tutoring support activity (MAE – second year)

Because the Master in Economic Analysis is a two-year program, it includes a student tutor figure: an advanced student in the master's program or in the PhD program who, due to their knowledge of the program and their proximity to students, can be an especially accessible point of contact for newly admitted students.

The student tutor supports tutored students in their adjustment process, answering questions that may include both technical aspects of the program and course-specific issues. Among other functions, the student tutor complements the teaching assistants' work in each course.

The student tutor holds office hours, typically two sessions per week.

B3.2. Support activities

Students in FEIE's master's programs come from different countries and cultural contexts, necessitating ongoing support throughout their time at the University. This support includes actions—delivered with varying intensity and frequency—by master's program coordinators as well as by the School's administrative and academic management services.

Master's program coordinators provide personalized guidance to newly admitted students throughout their academic pathway through individual interviews and/or surveys designed to understand their interests and motivations. Administrative staff supporting the master's programs also assist with the necessary administrative procedures.

MUM also has a blog with general information about the master's program, its academic organization, faculty, the student cohort for each academic year, the academic calendar and schedules, and mobility programs.

Social activities

The master's programs organize various social activities where students and faculty can interact informally, fostering a natural exchange of ideas.

Monographic training sessions on bibliographic resources

The Social Sciences Library organizes training activities to present the available resources and services and to provide tools and resources for accessing specialized information. [Library Services Website](#) .

Seminars and Conferences

Master's students can participate in a wide range of seminars and conferences organized within the School's departments. These events help students become familiar with current research lines, topics, and debates in economics and business.

B3.3. Advisory activities

Project advising

Preparing a short project is part of the assessment system in some second-year courses of the Master in Economic Analysis. These projects play a key role in introducing students to the formulation and resolution of research questions in Economics. They often serve as the starting point for what later becomes the Master's Final Project (TFM).

Master's Final Project follow-up sessions

Students must inform the master's program coordination team of their chosen Master's Final Project supervisor before the established deadline. This marks the formal start of the Master's Final Project process. In the first meeting with the supervisor, the topic is agreed upon, and the follow-up plan and expected timeline are set. Afterward, periodic meetings are held in which

the supervisor provides individualized follow-up and offers relevant guidance and recommendations.

Professional Internships follow-up sessions

Each student is assigned a tutor at the host organization and a university supervisor. If any issue arises during the internship, the student must contact their university supervisor to try to resolve it. Likewise, if the host organization identifies an issue involving the student, it must contact the university supervisor in order to find a solution.

B3.4. Career guidance activities

Career guidance for master's students has two dimensions: on the one hand, entry into the labor market—both in the private sector and in governmental and non-governmental institutions—and, on the other hand, continuation into PhD studies.

Presentations by companies and international organizations

Master's students are invited to presentations delivered by companies either at the School or at partner institutions. In these sessions, companies present the professional profiles they plan to recruit.

Presentations by private-sector professionals

To support students' career guidance, the Master in Economic Analysis invites a researcher from a relevant banking institution and a director/economist from a Big Data company to give presentations to its students. In these sessions, speakers explain the topics they work on, the practical application of the tools learned in the master's program, and the training profiles sought in these sectors.

Company visits

The Master's Degree in Marketing (MUM), with a more professionally oriented focus, organizes company visits to complement students' training. All relevant information is shared by email and through social media. Students are also offered guidance on job searching, resume preparation, and the use of social media for professional purposes.

Job Market

The Master in Economic Analysis (MAE) has a Job Market Board where the timeline students must follow during the job search process is posted, including deadlines for submitting résumés and the required documentation to major international organizations, companies, banks, and other institutions. The Job Market Board also includes job postings from different companies and institutions. Information is updated on an ongoing basis thanks to agreements with partner organizations. In addition, the program maintains a subscription to an international job placement platform.

Presentation of PhD studies

Graduates of the master's programs may continue their academic pathway by applying for admission to a PhD program, either within the same program that the completed master's program is linked to or at another university. Through individual meetings, master's program coordinators advise and support students interested in this process.

B4. ACTIONS AFTER COMPLETION OF THE PROGRAM

B4.1. Graduate follow-up activities

Graduates' satisfaction survey

The purpose of UAB's graduates' survey is to assess graduates' level of satisfaction with different aspects of the program they completed and their experience at the University.

UAB Alumni Network

At graduation, students receive information about the UAB Alumni Network. The aim of this network is to maintain ties with the University, promote lifelong learning, employability, participation in sociocultural activities, and networking. [Alumni UAB website](#)

Graduation ceremonies and diploma-awarding events

Each master's program organizes, at the end of the academic year, a graduation and diploma-awarding session.