

Molecular Biotechnology master's tutorial action plan

The Tutorial action plan (PAT) of the Molecular Biotechnology master at the University of Barcelona, aims to guide and inform the student during the academic year. With this, we want to optimize the training process and provide information to improve performance and learning.

The tasks of the PAT in the training framework will be assumed directly by the master's coordinator, in general subjects and guidance on the group search to carry out the final master's work. For specific topics of each subject, they are assumed by the coordinator of the specific subject.

In the framework of training intervention, the main functions are:

- Try to solve the problems of adaptation to the University, especially for foreign students and in terms of administrative procedures.
- Provide information to achieve better academic performance.

In the framework of guidance actions, the main functions are:

- Provide information on academic or research activities that take place in our centre and that may be useful for their professional training

Likewise, we have the collaboration of the student secretariat of the Faculty of Pharmacy, which provides information on the bureaucratic requirements for registration and other matters relating to the master's degree, which aim to provide personalized attention that complements the information published in the respective websites.

Specific actions to develop:

1. Respond to the doubts of people interested in accessing the master's degree via e-mail or by telephone prior to having completed the access to the master's degree.
2. Provide detailed information on the content and peculiarities of each of the subjects, placing more emphasis on the electives. For this a Meeting with students who have completed access to the master's degree and have been accepted will be performed via platforms. A small description of the relevant points to be highlight from each subject will be made.
3. Follow-up of enrolment via telematics

4. Tutoring before enrolment, which consists of solving queries and doubts of registered students, who have already completed access. These comprise from the choice of electives or selection of the group or company where the final master's thesis will be carried out. In this communication, the most viable way will be adopted, e-mail, telephone, whatsapp, and in the case of students who reside in Catalonia, in person if they agree.
5. Tutoring for enrolled students . At this stage, there will be the supervision of academic coordinator of each of the subjects during the development of the classes. In addition to the supervision of the master's coordinator, another academic tutor will be assigned for students who carry out their experimental master's project in centres outside the University of Barcelona.
6. Throughout the external practices leading to the master's final thesis (TFM), the coordinator will monitor them through the virtual campus. Students who already have a group to take the TFM and those who do not have, will be monitored in order to help students that does not yet have a group .
7. The directors of the TFM must carry out face-to-face tutorials, which can be in small groups or individually, to follow the evolution of the project.
8. In addition, the master's coordinator and subject coordinators will carry out an informative task to provide general and specific information on issues and resources that guide the student to access sources of information that may be useful for in their studies.
9. During TFM, the performance and progress of the student in their projects will be monitored. A guidance for the TFM presentation will be also assessed.