



UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA
Facultad de Geografía e Historia

MONITORING AND TUTORIAL ACTION PLAN (PAT)

Regulatory standards

(Updated at the Centre Meeting on 22/02/2013)

I. THE TUTORIAL ACTION COMMISSION

a. Objectives:

- i. The Tutorial Action Commission (CAT) is in charge of guiding and supervising the students through the learning and academic process from the time they register in the degree until the graduation.
- ii. CAT prepares and develops specific actions through the Tutorial Action Plan (PAT), which is reported and approved annually by the Faculty Board.
- iii. The Faculty of Geography and History claims public broadcasting of PAT through information and communication channels, in the Procedure of Public Information of its Quality Assurance System.

b. Structure:

CAT is comprised of the Dean or Vice-Dean who lead it, as well as by two professors from each one of the Centre Degrees. There will also be a Student Representative from each degree, whom will be appointed by the Centre Board.

c. Functions:

- i. To propose the Centre Board the confirmation of the Tutorial Action Plan (PAT) and develop it through programmes, academic sessions, tutorials, teachings, coordination of tutors, etc.
- ii. To propose the Centre Board the election of tutor professors for course and degree, and they will be confirmed or replaced before the end of each academic year.
- iii. To propose and develop the improvement actions of the PAT.
- iv. To propose guidance actions to the students:
 - Academic action. Information about the study programme of the degrees, external practices, mobility, support services and general operation of the university, habits and study techniques learning styles, etc.

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- Personal action. To encourage by means of meetings, tutorials and seminars, among other procedures. Furthermore, by interpersonal relationships, self-knowledge and self-esteem, values and attitudes.
- Professional action. Information about labour market demands relative to the degree that the student have chosen. Additionally, it also works the proposal of continuous training for the student to have an overall view of the training process, etc.

II. TUTOR

1. Functions:

- Giving information to the student in their academic decision making that have a bearing on the university education planning, with specific attention to the introduction of the first year, both in academic and university life.
- To assist with the planning of each semester: subjects, use of exam sessions, cancellations, etc., according to the results obtained.
- There will be a meeting in each semester with professors who teach in each course, to coordinate the guides or educational projects of the subjects with the aim of improve the education-learning process.
- To advise on the choice of elective and compulsory subjects in relation to the student profile.
- To advise on external practices.
- To advise on the use of mobility programmes and foreign-exchanges.
- To guide on student involvement at the centre and the university.
- To advise the student in study and work techniques.
- To control the specific problems to the institutional areas those correspond.

2. Acknowledgement of tutoring and teaching.

- The Centre will recognise for each tutor a total of 6 ECTS credits per academic year.
- Each tutor will receive the corresponding certification.
- In the same way, the students who practise as mentors will also be recognized the equivalent of 1 ECTS credit computing it on the subject ‘Colaboración Universitaria’ of the degrees offered by the centre.

III. PAT OF THE FACULTY OF GEOGRAPHY AND HISTORY

The PAT of the Faculty of Geography and History is structured on four stages.

First: new students income and enrolment process.

Second: welcome of new students.

Third: monitoring of studies.

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Fourth: completion of studies.

All types of actions, organized by stages, will be informed and coordinated from the Deanery with the Vice-rectorate for Students and Vice-rectorate for Quality. Furthermore, this shall be informed to respective commissions of Tutorial Action and Teaching and Quality Advisory committee, and will be presented at the Centre Board for its discussion and approval.

Phase 1. New students income and enrolment process.

The following actions are planned and guided from the Deanery:

- a. Open days. This day is intended for students in their last year of high school and coordinated by the Vice-rectorate for Students and University Extension.
- b. Continuous updating of available information on the web of the Faculty about the degrees offered.

Phase 2. Welcome day of new students.

- a. This day will take place throughout a day and are compulsory for students. This day will include presentations that explain the organization of the Faculty and the University (structures, government bodies, student participation, group delegates, associations, etc.) This session will also discuss the structure of studies and applicable academic standards, study planning considering the professional interests of students, appropriate teaching methods (with special attention to teaching guides), the PAT, functioning of the Library and its available funds, management and services offered by the Faculty and the University.
 - Students who have been as mentors in their final years, will also be established to assist in certain processes of information to facilitate the meeting and integration.
- b. Survey for students.

These surveys will take place at the end of the welcome days and shall be compulsory for the students, ensuring anonymity. The survey will include questions about the student profile, their access and the contents of the Welcome Days among other aspects. In view of the results, the CAT may propose the realization of complementary actions.

2.1 Welcome days for “incoming” students.

- a. The welcome days for mobility “incoming” students shall be held in the first week of the first and second semester of each course. There will take place

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throughout a single session, in addition to the sessions established by Vice-rectorate of International and Institutional Relations.

- Through a talk supported by documents, there will be explain the organization of the Faculty, structure of studies and the applicable academic standards, teaching methods, (with special attention to teaching guides), functioning of the Library and its available funds, the management and services offered by the Faculty and the University. At the beginning of the Days will be given the students a folder that contains all the information related to the same aspects above mentioned.
- b. Mentors. Each student will have the personal support of a mentor (a student of the Centre who has participated in mobility programs in previous courses) who will act as a guide both in their academic activities and in their adaptation to life on campus.

Phase 3. Monitoring of studies.

- a. Sessions on mobility for students in first and second course.
- Participation in mobility programs is an aspect of training, which must be extended to the greatest possible number of students. Attending successfully to these programmes to follow a part of the studies in another University require a specific training from the first year of study, both in handling of foreign languages and in identifying the study programmes, apart from the examination session best adapted to each individual situation. These sessions will have as the main objectives: to explain the benefits of mobility for academic and professional training, presenting programmes and existing destinations and as well as identify specific aspects of training which must be strengthened prior to the mobility (depending on each program and each host university).
- b. Sessions on mobility for students in their final years.
- These days will be aimed to inform about mobility programmes and available scholarship programmes, to guide the students about the options that are adapted better to their specific circumstances.
- c. These sessions will be held on October of each course and will be oriented and tutored from the Vice-Deanery of International Relations.

Phase 4. Completion of studies and professional integration.

1. Guidance sessions on external practices.
- These sessions are aimed at the students in their last two years of the degree and their purpose is to inform on the external practice offered to students by companies, institutions and organizations in which the Faculty has established specific agreements in this area. This action will be supervised from the Vice-Deanery for Academic Organisation of the Faculty.

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2. Guidance sessions on End-of-Degree Project.

In these sessions will be aimed the students in the beginning of the End of Degree Project, informing them about the different areas in which they can develop their research work, academic standards that regulate the development and presentation, assignment of coordinator professor, calendar, etc.

3. Professional guidance sessions and postgraduate studies.

These sessions are intended for students in their final year and those recently graduated and those recently graduated, guiding them about the different professional choices, as well as job offers. Moreover, there will be informing on postgraduate studies of the Centre, at the ULPGC and other Spanish and foreign universities. In these sessions will also be informed the students about mobility scholarships programmes that they can choose.

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