

Tutorial Action Protocol for Bachelor's Studies

The tutorial actions throughout the degree studies have the function of accompanying each student during his or her stay at EUHT StPOL and maintaining personal and continuous contact with them regarding all the issues of university life that may be of interest to them. They also aim to help the student achieve adequate progress in his/her studies and subsequent successful integration into the labour market.

Depending on the type of tutorial actions, these are carried out individually or in groups.

Academic or subject tutorials are not included in this protocol, as the applicable university regulations make a distinction between them and the other tutorial actions that constitute the tutorial action plan.

The participation of students from upper years and former students of EUHT StPOL is a very valuable and highly valued tutorial element, both for the immediacy of communication and proximity to the study period in question, and for the contribution of information, new perspectives and first-hand advice based on lived experience. In this sense, they play a mentoring role.

Throughout the four years of the degree, the following actions are carried out:

Which are the tutorial actions and their contents?	Whom they target, and how	Who is in charge of them	When are they scheduled
<p>Welcome session:</p> <p>Information on the structure of the applicable teaching plan, evaluations, internships, teaching staff.</p>	All levels; in groups	Director General Academic Director	First day of the course
<p>Orientation on the degree and the two itineraries or mentions that are taught at EUHT StPOL:</p> <p>This includes information on the training objectives of the degree, the structure of the studies, the services of EUHT StPOL and of UdG (library, grants, mobility programmes, TAP, etc.). It also presents the UdG's teaching intranet, "La MevaUdG", where students can find academic information, student records, assessment methodology, academic regulations, etc. Likewise, the rules of permanence are also explained.</p>	First year; in groups	Director General Academic Director	First day of the course The itineraries or mentions are presented during the

			month of April
<p>Orientation on the operational departments of the hotel-school:</p> <p>A general explanation is given of the functioning and hierarchy of the hotel-school's Reception, Kitchen and Pastry, and Restaurant and Bar departments. It is also explained what is expected of the students in terms of timekeeping, uniformity, food safety and hygiene, competences, etc. Students are provided with job descriptions for each position.</p>	First year; in groups	Studies and internship coordinator Heads of the hotel-school's operational departments	First week of the course, and at the beginning of the practical classes of each department
<p>Occupational Risk Prevention (ORP) session:</p> <p>Safety in the training environment of the hotel-school is a priority of the board of directors as established in the Occupational Health and Safety Policy, and a legal imperative. This introductory session explains to students what occupational health is and the main occupational risks in the departments where they carry out their practical training.</p>	First year; in groups	Academic Director	First week of the course
<p>Seminar on waste management:</p> <p>The hotel and catering industry is one of the most waste-intensive sectors. As a training centre, EUHT StPOL is committed to environmental awareness and compliance with waste regulations. At the beginning of the course, the topic of waste generation and waste management is addressed not only in the first year, but also in the second and third years.</p>	First, second and third year; in groups	Academic Director	First week of the course
<p>Time management seminar:</p> <p>A two-hour activity in which first-year students are given guidelines on how to optimise their time.</p>	First year; in groups	Degree counsellor	October-November
<p>Personal interview with the degree counsellor:</p> <p>The degree counsellor is a person the student trusts. She accompanies and guides students during their studies at EUHT StPOL; she listens and advises.</p> <p>By responding as quickly as possible, a minor problem should not turn into a major problem. However, the counsellor can inform the directorate so that the most serious or recurrent problems among the student body are dealt with.</p>	First and second year; individual Third and fourth year; individual,	Degree counsellor	From October to May

In-depth personal interviews are particularly necessary in the first years, to ensure that each student's adaptation is as quick and smooth as possible, especially in the case of international students.	when need is detected		
<p>Monitoring of academic records:</p> <p>To detect students who have failed subjects, number of pending sittings, cancellation of sittings.</p> <p>The students are informed of their situation and the procedures for resolving it. The teaching staff involved are also informed so that they can monitor these students.</p>	All levels; individual	Academic Director Degree counsellor	February May
<p>Seminar on personal and professional image:</p> <p>In a three-hour session, the following question is addressed: how do other people see me and how can the perception they have of me (dress, posture, voice, etc.) be improved?</p>	First year; in groups	External staff	October-May
<p>Seminar on digital reputation:</p> <p>Session aimed at learning how to know to use social and professional networks (LinkedIn, Facebook, etc.) well in order to build a good reputation in the eyes of potential employers.</p>	Second year; in groups	Marketing department	October-May
<p>DISC sessions:</p> <p>DISC is a tool for talent assessment and development. It is not intended to measure a person's intelligence, values or aptitudes, but rather, by means of a simple test, it assesses their behavioural tendencies in different environments, situations or when facing other people. The aim is to get to know oneself better and to help manage and improve one's own talent, as well as to treat other people as they need to be treated.</p> <p>At EUHT StPOL, DISC is conducted at two different stages:</p> <ul style="list-style-type: none"> - During the second year, so that students will get to know each other, start to work well in a team and improve their weaknesses. - - During the fourth year, to see how they have matured: they know what their strengths and weaknesses are, and they know in which environments they will adapt better and develop all their skills. 	Second and fourth year; individual	Degree counsellor (accredited by the company owning the test)	From October to December
<p>Elaboration of the personal SWOT:</p>	Fourth year; in groups and individually	HR teacher	From October to December

<p>The personal SWOT is an excellent tool for self-knowledge. Fourth-year students do it before the Professional Development Days in order to be able to go to the interviews with greater knowledge of their competences, strengths and areas for improvement.</p>			
<p>Visit to the UdG library</p> <p>In the second-year visit, students familiarise themselves with the facilities and the digital operation of the library.</p> <p>In the fourth-year visit, they receive specific information that can help them with their final degree project.</p>	<p>Second and fourth year; in groups</p>	<p>UdG staff</p>	<p>October-December</p>
<p>Information on Erasmus grants:</p> <p>In order to encourage internships and study placements in other countries, talks are organised to provide first-hand experience of these experiences.</p>	<p>Third year; in groups and individually</p>	<p>Academic Secretary</p>	<p>December</p>
<p>Session on the internship experience of students from previous years:</p> <p>In order to encourage internships in other countries, talks are organised on these experiences, providing first-hand information.</p>	<p>Second and third year; in groups</p>	<p>Studies and internship coordinator Students</p>	<p>October-February</p>
<p>Meeting with former students:</p> <p>Former students have a work environment perspective on the approach to degree study at EUHT StPOL and the usefulness of curricular and extracurricular internships.</p>	<p>Second and third year; in groups</p>	<p>Academic Director Studies and internship coordinator Former students</p>	<p>October-May</p>
<p>Seminar on CV writing and preparation for professional interviews:</p> <p>How a CV should be organised, which model to follow, what to include, how to translate it into another language; advice and proofreading.</p>	<p>Second year; in groups</p>	<p>Communication and human resources teaching staff</p>	<p>October-May</p>
<p>Support in finding an internship that matches their profile:</p> <p>Helps students to make a better choice among the options and offers they have for internships, both curricular and extracurricular.</p>	<p>Second and third year; individual</p>	<p>Director General</p>	<p>From October to May</p>

		Studies and internship coordinator	
<p>Preparation of the Professional Development Days (JDP):</p> <p>A two-hour seminar, in which students receive guidance on how to proceed in the interview, the interviewer's possible battery of questions, and verbal and non-verbal communication.</p>	Fourth year; in groups	Degree counsellor Language teachers	From December to March
<p>Development of the Professional Development Days (JDP):</p> <p>A two-day event to which companies in the hotel or catering sector are invited, with the aim of providing students with internships leading to employment.</p>	Fourth year; in groups and individually	Director General Academic Director Studies and internship coordinator	From November to February
<p>Guidance on job placement and career plan:</p> <p>Individual session in which the director general and the studies and internship coordinator explain to the students the different offers they have received during the JDP. The aim of this meeting is to explain the different career plans offered by each company so that students can make a more informed decision.</p>	Fourth year; individual	Director General Studies and internship coordinator	March

The degree of effectiveness and the possible improvement of the tutorial actions are contrasted in the general internal surveys of EUHT StPOL students.