

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 St.Pol HC 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 St.Pol HC 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
Welcome session: Information on the structure of the applicable teaching plan, evaluations, internships, teaching staff.	All levels; in groups	Director General Academic Director	First day of the course
Orientation on the degree programme and the internal specialisation options available through elective subjects: This includes information on the training objectives of the degree, the structure of the studies, the services of St.Pol HC 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.	First year; in groups	Director General Academic Director	First day of the course The internal specialization options are presented from April to May

			each department
Occupational Risk Prevention (ORP) session: 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.	First year; in groups	Person appointed by the Academic Director	First weeks of the course
Seminar on waste management: The hotel and catering industry is one of the most waste-intensive sectors. As a training centre, St.Pol HC 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.	First, second and third year; in groups	Person appointed by the Academic Director	First weeks of the course
Seminar on emotional wellbeing, suicide prevention and healthy relationships It focuses on identifying situations of emotional distress, reflecting on risk factors associated with suicide, and recognising harmful or dependent affective relationships, while providing basic guidance on support, resources and help channels within and beyond the university environment.	First, second and third year; in groups	External staff	First weeks of the course
Information on prevention, safety and coexistence Session aimed at raising awareness and promoting prevention regarding issues related to coexistence and safety, including risks associated with social media, drug use and other risk behaviours, the prevention of harassment or violence, and awareness of social and interpersonal norms within the local cultural environment. The session includes the participation of Mossos d'Esquadra.	First year; in groups	External staff	October
Time management seminar: A two-hour activity in which first-year students are given guidelines on how to optimise their time.	First year; in groups	Degree counsellor	October-November
Personal interview with the degree counsellor: The degree counsellor is a person the student trusts. She accompanies and guides students during their studies at St.Pol HC; she listens and advises. By responding as quickly as possible, a minor problem should			

Monitoring of academic records: To detect students who have failed subjects, number of pending sittings, cancellation of sittings. 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.	All levels; individual	Academic Director Degree counsellor	February May
Seminar on personal and professional image: 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?	First year; in groups	External staff	October-May
Seminar on digital reputation: 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.	Second year; in groups	Person appointed by the Academic Director	October-May
DISC sessions: 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. At St.Pol HC, DISC is conducted at two different stages: - 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

Information on Erasmus grants: In order to encourage internships and study placements in other countries, talks are organised to provide first-hand experience of these experiences.	Third year; in groups and individually	Academic Secretary	December
Session on the internship experience of students from previous years: In order to encourage internships in other countries, talks are organised on these experiences, providing first-hand information.	Second and third year; in groups	Internship coordinator Students	October-February
Meeting with former students: Former students have a work environment perspective on the approach to degree study at St.Pol HC and the usefulness of curricular and extracurricular internships.	Second and third year; in groups	Academic Director Internship coordinator Former students	October-May
Seminar on CV writing and preparation for professional interviews: How a CV should be organised, which model to follow, what to include, how to translate it into another language; advice and proofreading.	Second year; in groups	Communication and human resources teaching staff	October-May
Support in finding an internship that matches their profile: Helps students to make a better choice among the options and offers they have for internships, both curricular and extracurricular.	Second and third year; individual	Director General Internship coordinator	From October to May
Preparation of the Professional Development Days (JDP): 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.	Fourth year; in groups	Degree counsellor Human resources teacher	From September to October
Development of the Professional Development Days (JDP): 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.			

explain the different career plans offered by each company so that students can make a more informed decision.			
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The actions included in this protocol are intended as guidelines and may be adjusted, expanded or replaced according to the needs of each academic year.

The degree of effectiveness and the possible improvement of the tutorial actions are contrasted in the general internal surveys of St.Pol HC students.