

FUNCTIONS OF THE FINAL PROJECT TUTOR

(25 ECTS credits)

Introduction (regulatory conditions)

- 1) According to the General Regulations for University Master's Degree Final Projects at the University of Barcelona (approved by the Academic Committee of the Governing Council on 8 June 2011 and by the Governing Council on 19 July 2011), the academic tutors must facilitate and support the learning process of tutored students during the execution of the final project.
- 2) The official Guidelines for Academic and Teaching Organization at the University of Barcelona state that a tutor's total teaching dedication for each final project shall comprise 16 face-to-face hours and 16 off-site hours.
- 3) The Regulations for Academic Staff at the Autonomous University of Barcelona (consolidated text approved by decision of the Governing Council on 17 November 2010 and amended by agreement of the Governing Council on 26 January 2011 and by subsequent agreement of the Governing Council on 13 July 2011) state that the tutor has a total teaching dedication of 38.75 hours.

Functions

On the basis of these regulatory conditions, the Coordinating Committee of the Master's Degree Reservoir Geology and Geophysics has decreed that the Final Project tutors shall have the following **functions and responsibilities**:

- 1) Proposing the research projects that will constitute the master's degree Final Projects.
- 2) Working with students to design the objectives, methodology and general work schedule for the proposed research projects.
- 3) Providing the methodological, analytical and data processing resources required to complete the tutored research projects.
- 4) Ensuring that research projects comply with the requirements established in the document "Guidelines for Master's Degree Final Projects", in the case of projects that are not carried out at one of the institutions responsible for teaching the master's degree and are tutored by external specialists or non-PhD-holders.

- 5) Providing guidance for the initial design of the two oral presentations.
- 6) Meeting the tutored student at least once a month during the execution of the research project, to monitor general progress and provide guidance regarding doubts and queries that arise.
- 7) If strictly necessary, providing the basic theoretical knowledge and procedural guidelines the student will need to use specific tools and techniques required for the research project but which have not been covered during other subjects on the master's degree syllabus.
- 8) Meeting the student once the project has been completed, to discuss the results of the research and the general structure of the written report.
- 9) Producing a confidential written report (a template is available) containing a qualitative assessment of the competences acquired by the student.

The tutor shall not be responsible for the following functions:

- 1) Participating in the drafting of the project report.
- 2) Contributing to data acquisition and processing during the execution of the research project. If, however, the tutor considers that assistance with these tasks is essential to the correct execution of the project, it must be noted in the confidential tutor's report submitted upon completion of the project, together with a brief description of the work carried out by the tutor.
- 3) Conducting the official assessment of the student's work (this will be done by the examination panel).
- 4) Intervening in the two presentation sessions, during which the tutored student presents the project objectives, methodology and justification (first oral presentation) and the project results (second oral presentation).