



UNIVERSITAT DE  
BARCELONA

## TUTORIAL PLAN

The Official Master's Program CRIC ("Construction and Representation of Cultural Identities") offers tutorial support and guidance to students in all phases of their studies, from pre-enrollment to completion.

### Actions aimed at orienting incoming students

- a) Master's web page: The CRIC Master's Program has a [web page](#) that covers the students' need of academic and administrative information with information on objectives and competencies, access and admission, admission profile, access requirements and pre-enrollment, curriculum, teaching methodology and evaluation system for each subject. It also provides information on professional opportunities, study support through scholarships and grants, support and orientation, mobility, enrollment, calendar, schedules, classrooms and evaluation, teaching plans and faculty.
- b) Tutoring prior to the confirmation of admission: from the beginning of the admission process until July, the coordinator conducts tutorials prior to the confirmation of admission to the Master's Program, in which a personal contact is established with the student who has pre-registered or who has requested information about the Master's Program (via e-mail or online tutoring). In these tutoring sessions, the coordinator explains the general functioning of the Master's Program, gets to know the student's interests, evaluates their profile and addresses their doubts.
- c) Information to all students after the admission confirmation process: admitted students receive an e-mail with general information about the Master's Program and other information of interest before classes begin. The schedule of tutorials prior to enrollment is also forwarded.
- d) Pre-enrollment tutorials: the Master's coordinator establishes a pre-enrollment tutorial in which the student, with the help of the coordinator, selects the subjects in which they will enroll depending on availability (number of credits) and according to their scientific interests (elective subjects). These tutorials are held individually and/or collectively during the month of September, and can be face-to-face or online.
- e) Opening ceremony of the Master's Program: At the beginning of the academic year (September), the CRIC Master's Program organizes an opening, which consists of the presentation of the Program, the research centers and projects associated with it, as well as the introduction of the teaching staff of the Master's Program and the CRIC doctoral Program. It is an opportunity for the Master's students to meet their classmates, some Master's graduates, the faculty who will teach the CRIC subjects and the doctoral students who continue their research within the CRIC doctoral line.

### Actions carried out during the academic year

- a) During the fall semester, each student is assigned a tutor who, from that moment on, will guide them in their research project (Master's Thesis) in as many sessions as necessary, either face-to-face or online.  
Likewise, the coordinator of the Master's program informs about calls for national and international research grants and contracts and about talks and conferences related to the field of study of the CRIC Master's Program. This information is transmitted by email,

twitter and/or through the [Master's website](#) to both the Master's students and those who have already completed their studies.

- b) The Master's Thesis: the Master's web page contains an [academic guide](#) for the completion of the Master's Thesis with information on characteristics, regulations, schedule and timing, public defense, a list of the Master's Thesis already defended and information on the prerequisites and process for the digital publication of the Master's Thesis. During the spring semester, a workshop on the public defense of the Master's Thesis is also organized.
- c) National and international mobility: The university Master's Programs have specific mobility agreements with other universities. The Master's coordinator provides this information to students. Students can also find the information related to mobility in [the mobility section](#) of the Master's web page.
- d) External Internships Office: The [Office of external internships](#) provides advice for graduate students who wish to do non-curricular internships in companies and entities with which the Faculty has an agreement and which publish their internship offers during the academic year.

#### Actions in the final phase of studies

- a) Employability Day: The Faculty organizes an annual [Employability Day](#) for both undergraduate and graduate students, aimed at providing students with tools for better job placement. Workshops on how to prepare a CV and how to prepare a successful job interview are included as part of this event.
- b) [Employment service](#): this page contains information about employment orientation for students and graduates of the Faculty. This information is organized in three categories: external internships, which bring students closer to finding jobs during their studies; scholarships and grants, which allow them to continue studying and have an international projection that benefits their professional and research profile; and the tools that the Faculty and the University make available to students to promote their employment.
- c) [Feina UB](#): job opportunities and internships managed by the Servei d'Atenció al Estudiant (SAE).
- d) Closing ceremony: During the last weeks of the spring semester, CRIC organizes, in the Sala Mirador at the CCCB, a closing ceremony in which we combine academic content (a Keynote speaker, a seminar, etc.) with a more festive one (a concert, a poetry recital, etc.). The ceremony, which is usually held in mid-May, also presents the CRIC Master's Program to future students who, in addition to finding out about the courses and methodology, want to directly see the ambience, the theoretical perspectives and the objects of study of interest to CRIC.
- e) Access to PhD studies: The coordinator of the Master's Program, together with the coordinator of the CRIC doctoral Program, organize a workshop every spring semester to inform and orient students on the different options for continuing their studies, especially in the Doctoral Program "Linguistic, Literary and Cultural Studies" (code HDK0P) and in the research line ["Construction and Representation of Cultural Identities"](#) CRIC (101207).