Rules and Regulations for ISEG's 1st and 2nd Cycle Tutoring Programme

Introduction

The objective of these Rules and Regulations is to establish the guidelines and procedures for the operation of the ISEG's tutoring programme for its 1st and 2nd Cycle degrees, with the aim to strengthen both the academic success of students and the professional development of tutors. The tutoring programme is an essential tool for supporting student development, whose objective is to promote active, personalised learning that complements regular lectures.

Article 1
Objective and Contextualisation

These Rules and Regulation establish the principles, responsibilities and procedures for tutoring for ISEG's 1st and 2nd Cycle degrees, covering the tutoring and support of students, as well as defining the duties and qualifications of the tutors.

Article 2
Roles and Responsibilities of the Tutors

1. Tutors are responsible for the following:

(a) Tutoring students by means of special sessions held in defined tutoring rooms;

(b) Carrying out exercises and assignments with students;

(c) Correcting work, except for the case of tests and exams;

(d) Clarifying students' doubts about theoretical and practical course content;

(e) Employing various differing methodologies to meet students' individual needs;

(f) Supporting daily study, including the supervision of projects and written work;

(g) Helping prepare for exams;

(h) Providing four hours of support per week per tutor, in accordance with agreed availability.

2. The tutoring should not put at risk the tutors' preparation for their own assessment, especially for those studying for Master's and PhD degrees.

3. Tutors are not responsible for marking tests or exams and should focus exclusively on supporting students' continuous learning.

Article 3
Requirements for being a Tutor

1. **Eligibility**. ISEG 2nd Cycle students are eligible to be a tutor for 1st Cycle students if their average grade from ISEG or from another higher education institution is equal to or higher than 16. ISEG 3rd Cycle students are eligible to be a tutor for 2nd Cycle students if the average grade of both their Bachelor's and Master's degree from ISEG or from another higher education institution is equal to or higher than 16. Exceptions may be made for those students who have do not have the afore-mentioned minimum average grade, but who have a grade equal to or greater than 17 points in the UC to which they will be assigned.

2. **Selection process**. The selection of tutors is the responsibility of ISEG's Dean's Office, or of the Vice-Dean for Pedagogical Affairs, which in turn may be delegated. Selection is based on the applicant's average grade of their degree, as well as their grades of the UCs, and may also require an interview.

3. **Publicising the offer.** ISEG will advertise the vacancies for tutors on its website each academic year, on a date to be announced by the School, with the objective to ensure that all eligible students are provided the opportunity to apply.

4. **Financial Compensation.** Each tutor receives financial compensation paid by semester, for an amount to be defined by ISEG's Dean's Office.

Article 4
Training of Tutors

1. All tutors are required to attend obligatory training sessions before they start to tutor.

2. This training should include the following:

   • Pedagogical methodologies and teaching techniques;

   • Communication and group management;

   • Tools for identifying and supporting student needs;

   • Procedures and responsibilities of the tutoring programme.

3. The training is organised by the Student Support Office (GAA) and the UC Coordinators.

Article 5
Organisation of Tutoring Sessions

1. Tutoring sessions should be organised at times that are compatible for students, taking into account the times of their regular lectures and the number of students per session.

2. Students are free to choose whether they wish to attend tutorial sessions or not, albeit regular attendance should be encouraged, as they complement individual study.

Article 6
Monitoring and Supervision of Tutors

1. Supervision of tutors' activities is the responsibility of the UC Coordinator. The objective of this supervision is to ensure that the tutoring is being carried out in accordance with the pedagogical objectives and the needs of each student.

2. ISEG should organise regular meetings between tutors and faculty, with the objective to assess students' progress and adjust the pedagogical approach when necessary.

Article 7
Evaluation of the Tutoring Programme

1. The impact of the tutoring programme is evaluated every year by the ISEG's Dean's Office, or by the Vice-Dean for Pedagogical Affairs, which in turn may be delegated, based on the following:

   • feedback,

   • and/or answers to surveys carried out with faculty, tutors and/or students,

   • and/or reports compiled by faculty and/or by the tutors,

   • and also academic success indicators.

2. The evaluation includes analysing student participation, as well as the effectiveness of tutoring as support for study and learning, and also tutors' satisfaction with their role.

Article 8
Final provisions

1. These rules and regulations enter into force during the academic year following their publication and apply to all ISEG degrees that are included in ISEG's 1st and 2nd Cycle tutoring programme.

2. Any change to these rules and regulations must be approved by ISEG's Dean's Office and then communicated to all those involved in the tutoring programme.