

STUDENT ACADEMIC GUIDANCE ACTION PLAN (PAT)

Master's students at the Barcelona School of Economics (BSE) receive academic guidance throughout the year. A guidance action plan has been established by the professors who direct each Master's program, together with the BSE Academic Programs Committee and the Deputy Director for Academic Affairs.

Academic guidance for all BSE Master's students

Webinar for Incoming Students: In July, before the students arrive in September, a webinar is held for all incoming students. This session is hosted by the Master Director, the Program Coordinator, and Career Services. The content of the webinar emphasizes academic guidance and preparation including information about the program goals, course structure and content.

Program directors meeting: at the beginning of each academic year (during the first week of September) the master directors have a meeting with all the students to give them some guidance and offer their support. In this meeting, the directors explain the master structure, the channels of communication, and the professional opportunities.

Meeting with the directors: throughout the year the two master directors have several individual meetings with the students. These meetings are scheduled to address academic doubts that cannot be resolved at general meetings. These meetings can be at the request of both the student and the master directors. In addition, master directors are always available to students to meet with them to support and clarify any aspect of the master in general as well as of a particular student. For example, they are helped to understand their strengths and weaknesses.

Meeting about the Master Project: meetings with the master directors and all students of the master to give them the details about the organization and academic requirements of the master project. In these meetings students also receive advice about the choice of topic and supervisor. These meetings start in February and after that moment, students meet with the director of their master project on a regular basis.

Additional meetings with the directors: throughout the year students have the option to request an appointment to talk with the directors about their academic performance. At the beginning of the course, the directors inform the students about the office hours.

Ratio students to director/tutor: The ratio of students per tutor (master director) in the master is between 15 to 20 students per director.

Faculty meetings: the faculty of the master also has office hours so that students can make an appointment to solve doubts.

Teaching Assistants: when necessary, and subject to the nature of the course, many courses have a teaching assistant who helps students and the faculty. The teaching assistant meets the whole class at a ratio of 1 hour per every 4 faculty hours. In these classes the teaching assistant solves the homework that students have previously handed in.

Master Project Supervisor: during the end of the second term and all the third term, the students are also supervised by the master project director. The supervisor, in agreement with the master directors, also advises the student to achieve the necessary skills assign to this important project.



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TFM Supervisor Assignment Criteria to students for each Master Program:

TFM Supervisor Assignment Criteria to students for the Master's Degree in Specialized Economic Analysis:

- Competition, Regulation and Markets Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. The satisfaction of the previous years' students (results of the surveys)
 2. The areas of knowledge and expertise of the professors and areas of interest of the students.
 3. It is also important to consider the ability of the professors to help students find databases and use tools that are necessary for the projects.
- Economics of Public Policy Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. Their experience in supervising research work (including doctoral theses).
 2. Their participation in the master's degree (we want students to be familiar with professors when they begin their research on the MP).
 3. The evaluations of other years' students.
 4. Student's line of research.
- International Trade, Finance, and Development Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. The area of expertise of the professors.
 2. The research and teaching experience of the professors.
 3. The availability of the professors.
 4. The evaluation results of the previous year students.
- Macroeconomic Policy and Financial Markets Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. The satisfaction of the students of the previous year (result of the surveys).
 2. The proximity between the areas of knowledge of the professors and the areas of interest of the students.
- Economics of Energy, Climate Change, and Sustainability Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. Their experience in supervising research work (including doctoral theses).
 2. Their participation in the master's degree (we want students to be familiar with professors when they begin their research on the MP).
 3. The evaluations of other years' students.
 4. Student's line of research.

TFM Supervisor Assignment Criteria to students for the Master's Degree in Economics and Finance:

- PhD Track Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. The evaluation results of the previous year students.



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2. The area of expertise of the professors.
 3. The research experience of the professors.
 4. The availability of the professors.
- Economics Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. The evaluation results of the previous year students.
 2. The area of expertise of the professors.
 3. The research experience of the professors.
 4. The availability of the professors.
 - Finance Program → The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. Involvement in the program's teaching.
 2. Expertise in specific knowledge areas.
 3. Good feed-back from students in previous years.
 4. Individual interest of students.
 5. Effective group collaboration.

TFM Supervisor Assignment Criteria to students for the Master's Degree in Data Science:

- Data Science Methodology Program -> The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. Involvement in the program
 2. Experience in the DS industry.
 3. Expertise in specific knowledge areas.
 4. Good feed-back from students in previous years.
 5. Individual interest of students.
- Data Science Decision Making Program -> The assignment criteria of the professors doing the follow-up of the Master Project (TFM) are as follows:
 1. Involvement in the program
 2. Experience in the DS industry.
 3. Expertise in specific knowledge areas.
 4. Good feed-back from students in previous years.
 5. Individual interest of students.

Electronic communication: In addition, students have direct access to the master directors, as well as to all other faculty guiding them, via email. This tool has become very useful and used by students when their request guidance is on something small and concrete. This communication channel allows a fast interaction. If the directors or faculty see the need for a personal appointment, this is requested.

Students with poor academic performance: those students, if any, whose academic performance is poor are closely advised throughout the year. The student is guided on the options to overcome their

difficulties and they are informed about the alternatives to graduate, also, if necessary, during the following academic year.

Academic guidance for students in the Master's Degree in Data Science

Practicum meeting: at this meeting students are informed about the opportunity to do a practicum with an external company as part of the master program. The practicum is not compulsory, but the students do obtain credits from it. In this meeting the directors of the master give the details about the practicum so that interested students can already start thinking about this.

Practicum: By the time they start the Practicum in April, students will have acquired a number of skill bundles that allow companies to set up ambitious projects for them. In order to guarantee the quality of their experience and the achievement of the necessary 240 hours of practice, they are assigned a tutor within the company they work for. At the same time, the program directors are also in contact with the students and ask for feed-back to make sure they get the most out of this unique experience. Over this period, students will start preparing a Practicum Project that will be presented and graded at the end of the year as an evaluation for the 6ECTS workload.

General guidance activities

In order to facilitate the adaptation of the students into the BSE and to take the maximum benefit from the program, the BSE organizes different activities to guide the students in their studies:

- I. Non-academic informative session: This is the first session after students arrive, and it takes place on the first week of September. The main objective is to convey the basic information to make the arrival easiest and to inform them about all the available services. This session is divided in the following blocks:
 - a. Non-academic characteristics of the master:
 - Support to education services.
 - Channels to communicate the news and activities.
 - Information about the campus and other general services.
 - b. Information on the social, cultural and sport activities within the BSE community.
- II. Informative sessions from careers department: this is explained in detail in the “Plan de Inserción Laboral”.
- III. Welcome: official welcome session with the director of the BSE. Inaugural speech, academic presentation from one of our faculty members, and get together. Faculty and alumni also attend this session.
- IV. Meetings with the students to understand and analyse their satisfaction: during each term there will be the following meetings with the students:
 - a. Focus Groups: two times a year there is one focus group for each master program. Each meeting is done with 5 students of the master (chosen from different backgrounds, grades) and the academic manager. The meetings focus on academic, organization, services provided, communication, and any issue students want to rise.
 - b. Class representatives: Twice a year, the academic manager, and the academic deputy director meet with the class representatives to talk about academic and organizational issues related to the master. Class representatives are the contact person between the student class and the institution for those issues that affect all students of the master; and they also represent students in the public events and helps with the program specific social, cultural and sport activities. Before the meeting, the class representatives have a meeting with all the master students to convey the class



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concerns, as opposed to the focus groups in which the students give their opinion only.

- V. Alumni: one of the objectives of the BSE is to strengthen and maintain the network of alumni. The alumni network is an international and dynamic platform that allows students to interact and exchange experiences and knowledge by building a professional and private network. The network is also used as an advising platform and a way to build professional contacts. This is a network that is useful and beneficial to them, while at the same time it enforces their existing relationship with the BSE.
- VI. Social activities:
 - Social-cultural meetings with all the students of the BSE (not only from their master) once a term.
 - Sport activities: yearly soccer match in which each program has a team that plays against each other, and there is also a faculty team.
- VII. Graduation: The graduation is the last formal activity of the year. In this act, students receive a diploma, and the families attend as well. There are also official speeches.
- VIII. Psychological Orientation with a Psychologist: this is meant for those students who need psychological orientation or support to help to their personal stability and academic performance.
- IX. Specific needs attention.

Specific guidance by Master

Specific guidance for students in the Master's Degree in Specialized Economic Analysis:

- Reinforcement teaching activities.

Specific guidance for students in the Master's Degree in Economics and Finance:

- PhD Orientation meeting at the beginning of the academic course (specific for MUEF but also open to all masters in case they are interested).

Specific guidance for students in the Master's Degree in Data Science:

- Data Science Seminars/Workshops.