



# Tutorial guidelines *for the tutors*

## Introduction

On behalf of the Doctoral School, thank you very much for having accepted to organize a tutorial. Please find below some information summarising why tutorials are important to the training of PhD students & what their main objectives are.

## what is a tutorial & why?

PhD students are junior researchers undertaking advanced postgraduate studies who need to gain practice in thinking, framing & solving problems. In their first year, they have to succeed in two tutorials.

A tutorial consists of a small-group of participants (3 to 20 students), with the aim to:

- Encourage **participative learning** (share ideas & debate)
- Develop **critical thinking**
- Integrate the PhD student into a **larger research network** inside our Faculty

Tutorials are short in duration (4-5 sessions of 2-3 hours each) and are **followed by an evaluation**.

The topic discussed during the tutorial does not require to be related to the thesis research. The main idea is to encourage PhD students to explore other research fields at our Faculty and help them develop their critical thinking about scientific topics in addition to their thesis work.

## A tutorial may include:

- Seminars & oral presentations
- Problem-solving sessions
- Case studies
- Project work & essays

There is usually scientific articles to read, oral presentations to prepare, homework & suggestions for books and other material to consult.

## what is the role of the tutor?

- Introduce PhD students to **a new scientific field, assess** their capacity to read, understand & analyse scientific related articles and apply critical thinking.
- **Encourage** PhD students to communicate, be active & argue about scientific matters.
- **Provide constructive feedback** and advice about the scientific competences of PhD students & their needs related to their scientific development.

**attendance:** Attendance is usually required to all the sessions.

## assessment:

- The tutor uses an evaluation form to assess each PhD student & the Doctoral School communicates to the students the outcome.
- The tutor cannot be the thesis director (unless two tutors are responsible for the tutorial).
- For PhD students who need to strengthen their skills, the tutorial will be followed by a meeting with the tutor, the thesis director and, in some cases, with the thesis committee.