



Tutoring Cell

2024 - 2025

Tutoring is a voluntary act with the mission of helping students integrate into university life and access information about the world of work. Tutoring is a support system for first-year undergraduate students. It is not about delivering lectures or tutorials but involves a set of support actions provided by tutors aimed at helping students succeed in their studies. The role of the tutor is carried out by university professors or by doctoral candidates within the institution.

The tutor's role differs from that of a regular teacher. The missions and activities of the tutor encompass four main aspects:

1. Informational and Administrative Aspect:

- **Welcoming:** The tutor provides a welcoming environment, guides students, and acts as a mediator. Students find in their tutor someone who is always ready to listen and help them find solutions to the challenges they encounter at the university, which may be new to them. The tutor explains the "L.M.D." system, covering:
 - Degree programs.
 - Course units and subjects.
 - Credits and debts.
 - Academic progress.
 - Attendance requirements.
- **Orientation:** Students entering the university, often unfamiliar with its structures, operations, and teaching methods, need guidance in navigating the university's physical and temporal aspects, including lecture halls, tutorial rooms, labs, libraries, administrative offices, faculty buildings, student association offices, health services, social security offices, recreational areas, etc.
- **Mediation:** The tutor advises students on the necessary steps to take when dealing with various university services and raises awareness about the role of student representatives.

2. Pedagogical Aspect:

- The tutor assists with learning, helps students organize their personal study routines, and supports the development of their academic paths. This includes teaching students how to:
 - Take effective notes.
 - Review course materials.
 - Prepare for exercises and practical work.
 - Carry out practical lab work.
 - Conduct research and consult reference materials.

3. Methodological and Technical Aspects:

- The tutor initiates students into university study methods and provides guidance on using educational tools and resources effectively.
- To guide students in their academic pursuits, the tutor may suggest working in small groups to:
 - Review course content.
 - Prepare for tutorials and practical sessions.
 - Conduct bibliographic research and teach them to utilize available resources, including library materials and course materials.
 - Use the internet judiciously for information retrieval and online course access.

4. Psychological Aspect:

- The tutor encourages and motivates students to pursue their academic journeys. Although not trained as psychologists, tutors can:
 - Listen to students and build trust-based relationships.
 - Provide personalized support and advice.
 - Acknowledge students' achievements and encourage them to improve.
 - Offer reassurance and encouragement.
 - Alleviate feelings of isolation in some students, which can be a source of academic challenges, discouragement, and dropout.
 - Foster an optimistic outlook on the future.

5. Professional Aspect: