



**SUPPORT AND  
ORIENTATION FOR  
ENROLLED STUDENTS**



## **PERSONALISED ATTENTION FOR THE STUDENT:**

The ideology of Universidad CEU San Pablo seeks a careful and rigorous attention to the students from the very first moment in which they start their university studies, whether they have enrolled in undergraduate or graduate studies.

Once the enrolment process is complete, the students will be assigned a tutor that will take care of their integration in the dynamics of studies and academic evolution. Furthermore, the tutor is a referent in case the students have personal problems that may affect their academic performance or simply in the event of having questions or concerns they need to address.

The more precise information on the functions of the personal tutor, as well as on the academic tutorials that Professors carry out are regulated in Regulation 5/2017, on tutorials for students at Universidad San Pablo CEU (approved by the Academic Council at its meeting of 27 September, 2017 and by the Board of Trustees on 15 and 16 December 2017): Regulation\_5\_2017\_on\_tutorials\_for\_students\_at\_Universidad\_San\_Pablo\_CEU.docx (live.com)

Apart from the supervision of the personal tutor, which is the closest, the students will be able to address Professors in case of academic doubts, the coordinating professor of their groups and the Director of the degrees they are coursing, and in the event of a more severe problem, they will be able to contact the Vice-Dean for Students of their School, the Dean or the Vice-Rector for Students.

Universidad CEU San Pablo is considered to have a smooth relationship with its students and to listen to their needs and problems. Nevertheless, whenever some kind of conflict arises, the University Ombudsman can act as a mediator to find a solution.

University Ombudsperson (uspceu.com)

## **PSYCHOLOGICAL AND MEDICAL GUIDANCE:**

Both campuses have a medical assistance service for incidents in campus and for health counselling during the lessons time period. They also provide a psychological guidance service that might help the students in case of personal problems, transient disorders for their psychological stability and support during exam periods (i.e.: helping them organise their schedules). This department, which has a wide timetable for attention, may send the students to specialists in case the students require monitoring or a continued treatment.

CEU Support Service (uspceu.com)

CEU Medical Service (uspceu.com)

## **PASTORAL GUIDANCE**

In full respect of every student's beliefs, the University places their pastoral service in both campuses at the disposal of those students who are interested in or simply curious to know more about religion or who want to participate in Catholic celebrations. The priests from the different Schools exercise their pastoral work with those who wish that their university experience complements with a deeper experience in terms of beliefs.

Pastoral (uspceu.com)

## **CULTURE, VOLUNTEERING AND SPORT:**

Cultural, Volunteering and Sports services place at the disposal of students those activities that they have been practicing or that lead to other they may want to start practicing. Library (uspceu.com). In this link, you can find the offered activities, most of which have been offered year after year, that broaden and modify their offer according to the students' demands.

### **THE FIRST STEPS OF THE STUDENTS:**

The university seeks that the first steps of undergraduate students focus on their immersion in a new world in which the future graduate is going to live during the next four, five or six years. The zero courses, an experience of all that the university offers and the students must know, offer them, together with the documentation they receive, the first guidelines for adapting to their new environment. For these first dates, the students get to know the University structure, the hierarchy and their timetables, exam dates for ordinary and extraordinary calls, so that they can organise the return home, in case they do not come from Madrid, the activities that the University offers, etc.

Since their enrolment, in the beginning of September, the students will also get to know the classrooms and the laboratories of the School in which they have enrolled in and they will receive talks on the International Relations services, the Library and other services that will complete their support to make the most of their academic experience.

The first introductory talks, as well as the explanation of these services, available both in Spanish and English, for those students who course their degree in this language.

### **MONITORING AND ORIENTATION:**

The tutorials are essential for accompanying the students, who must be responsible and main characters of their knowledge acquisition and of the experience offered by the University. However, the abovementioned services will procure to bring closer to them the tools for the achievement of their objectives within the deadlines and to the appropriate satisfaction degree.

### **WORKING ORIENTATION:**

The **working orientation**, even though it may be carried out by the preciously mentioned figures in case the students require so, is one of the functions of the Professional Careers Service of the University.

The **Professional Careers team** of USP CU is in charge of:

- ✓ The research and management of curricular and non-curricular internships of the students in companies and entities that collaborate with the University. This search is done at a national and international level.
- ✓ The research for employment offers at a national and international level for graduates.
- ✓ To bring business closer to the University, holding several events and creating stable relations with the main companies and institutions from each sector.
- ✓ To accompany students in the design of their professional career, orientating them, not only in terms of the professional future in the short term, but also in the long term.
- ✓ To promote entrepreneurship and innovation at University, organising events and training students, in collaboration with the Club de Emprendedores [Entrepreneurs Club] and CEU emprende [CEU undertakes].

## INTERNSHIPS

The undergraduate and graduate students can access, through the Students Portal, to the **External Academic Internships Portal**. This Portal places at the disposal of students the possibility to enrol as a internship applicant. A requirement for accessing the internships, to have pass 50 % of credits of the coursed degree. Our University has subscribed more than 8,000 Agreements with national and international collaborating entities, and our students can choose what kind of internship they want to carry out, since the University offer widely SUPERA the curricular needs of students.

Apart from the Internship Portal, the students have internship personnel at their disposal in both campuses: Moncloa and Montepríncipe.

## EMPLOYMENT

The students and alumni of Bachelor and Master's studies have at their disposal the Employment Bourse or Career Center. They can access it through the Students Portal and through the website. The career Center is a platform in which the students will be able to access:

- ✓ International Internship Offers. The students apply for these offers through the Career Centre itself.
- ✓ Exclusive National and International Job Offers for our students. The students apply for these offers through the Career Centre itself.
- ✓ Companies introduction.
- ✓ Organised events for Professional career to bring companies closer to the University. The students register for these events through the Career Centre itself.
- ✓ Access to training videos that provide professional advice on business, HR and entrepreneurship in order to orientate students when researching for jobs.
- ✓ Possibility to apply for an individual meeting with their Career Advisor of reference.
- ✓ The Career Centre will be available both in Spanish and English and it will have its own app.

The students can consult here how to access the Career Centre.

## COMPANY-UNIVERSITY EVENTS

Professional Careers has an account together with Career Advisors, specialists in this sector. They cover all USP CEU degrees. These Career Advisors carry out a pro-active commercial activity with the main companies and institutions from every sector. The aim is to identify quality internships and job offers, so that our students can access the best companies. Furthermore, long-term relationships with these companies are fostered, as well as their presence and active participation in University.

Examples of these events with companies that Professional Careers organise for graduate and postgraduate students are the following:

- ✓ Employment forums: We hold Employment Forums every Academic Year; one focuses on degrees taught in Moncloa campus and the other one on those taught in Montepríncipe. Our Employment Forums follow the scheme below:
  - Opening event in which inspiring and motivational messages are thrown to the attendees.
  - Round table with companies where the keys on competences and skills required by companies are given.
  - Company stands so students can get closer to companies.
  - Presentations and selection processes on campus on the day of the Employment Forum.
  - Workshops to improve the employability of students.
  - Personalised counselling by selected advisors.
  - Coffee gatherings with our Headhunters advisors and companies from different

- sectors.
- ✓ Company Presentations.
- ✓ Master lessons.
- ✓ Round tables with experts.
- ✓ Career Options Days, specific for some degrees. They are particularly held for Pharmacy, Nursery, Physiotherapy, Psychology and Biotechnology.

### **INDIVIDUAL COUNSELLING**

Every student has a Career Advisor of reference, with whom they can meet as many times as they need. The Career Advisor will orientate on the professional future, alternatives, tools, etc. For this orientation task, the Career Advisor has a tools menu of evaluation and competences, that the students have at their disposal.

The students can arrange individual meetings with their Career Advisor through the Career Centre or directly through the office placed in Julián Romea, 18.

### **WORKSHOPS FOR THE IMPROVEMENT OF EMPLOYABILITY**

Professional Careers organises all the different orientation workshops in the searching for employment: CV design, networking, social media, personal brand, work interview, group dynamic, assessment centre and soft skills, among others. In order to hold them, Professional Careers has several collaborators in the business field.

*The students must register themselves through the Career Centre.*

### **ENTREPRENEURSHIP AND INNOVATION**

Professional Careers promote entrepreneurship and innovation at the University, planning events and training for students, in collaboration with the Club de Emprendedores of the USP CEU and CEU Emprende. Some examples of these activities they organise are:

- ✓ Innovation and Entrepreneurship Week. It is the most important event that is launched during the academic year for the whole university community. For a week, the students have the chance to work as a team solving out a challenge launched by the company (Hackaton), the attendance to thematic workshops on innovation, round tables with national and international experts, business competition in teams, networking, access to investors.
- ✓ Business Innovation challenges. The students work for a minimum of 3-4 months in a team with the company, to solve out a challenge launched by it.
- ✓ Pre-incubator, incubator, and acceleration programmes.
- ✓ Access to events and contests at a national and an international level.

### **EMPLOYMENT INSERTION STUDIES**

Professional Careers collaborate collectively with the university Strategic Development and Quality Unit (UEC) in the elaboration of the Employment Insertion and Training Satisfaction studies. These data are analysed by the Academic Quality Assurance Committee of every Degree for decision-making.