UNIVERSITÀ DI PARMA

Bachelor's Degree Programme

GLOBAL STUDIES FOR SUSTAINABLE LOCAL AND INTERNATIONAL DEVELOPMENT AND COOPERATION (GLOBALS)

EDUNEXT Project

GUIDELINES FOR ONLINE TEACHING TUTORS

1. Introduction

This document defines the tasks, responsibilities, and operational procedures of tutors involved in the management of online teaching activities within the Bachelor's Degree Programme in *Global Studies for Sustainable Local and International Development and Cooperation* (GLOBALS), as part of the EDUNEXT project.

Please note that tutors are not expected to be physically present during in-person classes, except in exceptional circumstances. The tutor is an integral part of the teaching team and plays a fundamental role in ensuring the quality, continuity, and monitoring of the online learning pathway.

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2. Role and Responsibilities of the Tutor

The tutor is responsible for:

- supporting students throughout their online learning journey;

- systematically monitoring participation in e-tivities;
- verifying compliance with deadlines;
- providing qualitative evaluations of completed activities;
- actively collaborating with the course instructor.

The tutor performs both an educational and a training function.

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3. Work Organization and Activity Schedule

While promoting students' organizational autonomy, it is strongly recommended that the tutor:

- prepare a weekly or monthly schedule of planned activities;
- or develop it together with the class at the beginning of the module;
- periodically remind students of upcoming deadlines.

A shared schedule encourages consistent participation, prevents delays, and supports responsible management of the learning process.

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4. Active Monitoring and Intervention in Case of Difficulties

E-tivities constitute a mandatory part of the learning pathway.

The tutor must constantly monitor participation, the quality of contributions, and compliance with deadlines.

In the event of non-participation or difficulties, the tutor must intervene promptly, including through individual contact.

At the first sign of a problem, the course instructor must be involved and actively intervene during the online period as well (e.g., participation in a virtual classroom, contributions to forums, communications to the class).

Addressing difficulties is a shared responsibility between the tutor and the instructor.

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5. Mandatory Completion of E-tivities and Access to the Final Examination

To be eligible for the final examination, students must complete at least **70–75% of the scheduled e-tivities**, according to the requirements established by the course instructor.

Failure to meet this threshold will result in ineligibility to take the final examination.

The tutor must verify that the minimum percentage has been achieved, inform students experiencing difficulties well in advance, and ensure the traceability of completed activities.

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6. Evaluation of E-tivities

E-tivities must be assessed using qualitative judgments:

- Nearly Satisfactory
- Satisfactory
- Good
- Excellent

The evaluation must take into account:

- quantitative aspects (participation, punctuality, consistency);
- qualitative aspects (critical analysis, coherence of argumentation, depth, interaction).

The evaluation will be considered during the final examination and contributes to the overall assessment.

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7. Open Badge

If obtaining the Open Badge requires an additional activity (e.g., an essay, presentation, or project work), this activity is mandatory for all students, whether attending or non-attending.

Students who do not attend classes must also submit the required work to the instructor in order to be eligible for the final examination.

Open Badge activities must be organized in online or blended mode to ensure equal opportunities for all students.

Each instructor independently defines the criteria and procedures, provided that e-tivities include both quantitative and qualitative assessment.

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8. Learning Environment and Consistency with the GLOBALS Profile

The tutor must promote an inclusive and respectful learning environment, encourage intercultural dialogue, and stimulate critical analysis consistent with the interdisciplinary profile of the GLOBALS Degree Programme.

The tutor progressively guides students towards greater autonomy and responsibility.

9. Conclusion

The tutor works in close collaboration with the course instructor and contributes to maintaining the quality standards required by the EDUNEXT project and the GLOBALS Degree Programme.

For specific technical aspects related to tutors' work within virtual learning environments (platforms), and for further operational details, reference should be made to the **Operational Guide for Tutors** prepared by the **SELMA Centre**.