

## Tutorial Action Plan for University Masters

The support and guidance plan for students is based on the experience of the University Masters currently offered. This plan is offered to all students in these programmes and consists of a series of actions aimed at facilitating students' integration into Esade's educational dynamic.

- Introductory welcome session, at which unit directors and members of the Programme Management team provide specific information about the Programme and about the operation of the school's various units.
- Introductory sessions on Esade's various services and resources (digital library and information resources, Career Services, Esade Alumni, Religious Guidance Service, etc.).
- Introductory sessions on the various teaching methodologies used in the Master: case studies, teamwork, class presentations, in-company projects.
- Social and Networking activities to build a sense of belonging and identification with the group, with the aim of fostering team spirit. These activities are organised in collaboration with the Programme Management team.
- Online support provided by the Programme Management team via the eCampus platform, where students can access information about the various programmes and their contact people.
- Professional guidance provided by the Career Services team: job placement guidance, seminars, personalised advice, etc.
- One-on-one meetings (by appointment) with the programme's Director, the Associate Dean or the unit director.
- Access to the Programme Management team by email or in person in order to answer questions or clear up doubts.

### Measures implemented as a result of the COVID-19 pandemic

The COVID-19 pandemic had an impact in the teaching methodology, as well as the well-being of our participants. In order to mitigate the consequences of this impact, the MBA Programmes worked on a number of measures to complement the Tutorial Action Plan:

- Increase the number of meetings with the class representatives to discuss the suggestions or concerns from each of the sections
- Regular Agora meetings lead by the Associate Dean and Programme Director in order to share relevant updates
- Availability of the Programme Management Team for one-on-one meetings via Microsoft Teams

## Exclusion from the Executive MBA Programme for Academic Reasons

Students may be required to leave the Executive MBA Programme before successful completion of all academic requirements by the Academic and Disciplinary Committee at any time within the parameters as outlined below:

- Any student who fails to pass a subject after the 4 sittings held for each subject and within a timeframe of a maximum period of 18 months following the end of the Programme.
- Any student who fails (grade of less than 5.0 or NP) 3 or more subjects in the ordinary sittings during the first two stages of the Programme.
- Any student who accumulates more than 4 failed subjects on first or ordinary sittings.
- Any student who displays behaviour (verbal and/or physical) that is in direct violation of the Honour codes stated on the Programme Policies document within the Executive MBA Programme courses, facilities, off-site coursework, interactions, etc... will be considered by the Academic and Disciplinary Committee for termination from the Executive MBA Programme.
- Any student who displays improper conduct (stated the discipline code clause of the Programme Policies document), whether through improper use of campus facilities, verbal, written and/or any other form of communication (including, but not limited to web based) will be considered for termination by the Academic and Disciplinary Committee.
- Any student who does not uphold academic integrity, as defined in the according chapter of the Programme Policies document, will be considered for termination by the Academic and Disciplinary Committee.

