

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 and helping them get their bearings in Barcelona.

- Introductory sessions during welcome week, at which unit directors and members of the programme's Academic Management team provide specific information about the programmes 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 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.
- Online support provided by the programme management team via the Moodle platform, where students can access information about the various programmes and their contact people.
- Professional guidance provided by the Career Services team: job placement service, seminars, personalised advice.
- One-on-one meetings (by appointment) with the programme's Academic Director, the Vice-Dean or the unit director.
- Access to the programme managers 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 will have 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 have 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 Townhall meetings lead by the Associate Dean and Programme Director in order to share relevant updates
- Online welcome sessions for the new intake prior to the start of the academic year
- Availability of the Programme Management Team for one-on-one meetings via Microsoft Teams

Exclusion from the MBA Programme for Academic Reasons

Students may be required to leave the 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 receives 2 Fail grades in a single term will be considered by the Academic and disciplinary Committee for termination from the MBA Programme.

- Any student who receives 3 Fail grades in a single term will be automatically terminated from the MBA Programme.
- Any student who receives 5 Fail grades within the core courses will be considered by the Academic and Disciplinary Committee for termination from the MBA Programme.
- Any student who does not attend 75% of sessions in each assigned course will be considered by the Academic and Disciplinary Committee for termination from the MBA Programme.
- Any student who displays behaviour (verbal and/or physical) that is in direct violation of signed Honour codes within the MBA Programme courses, facilities, off-site coursework, interactions, etc... will be considered by the Academic and Disciplinary Committee for termination from the MBA Programme.
- Any student who displays improper conduct (see the honour code), 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 Rules and Regulations, will be considered for termination by the Academic and Disciplinary Committee.

