

# Tutorial Action Plan for the Double Degree in Business Administration and Law and Programme Continuation Norms

Esade Law School's tutorial system is one of the elements which has distinguished our school since its founding. The tutorial system applies to all our bachelor's and double-degree programmes.

Specifically in the Double Degree in Business Administration and Law programme, all students have an assigned tutor from the very first day of class until they graduate. These tutors are generally faculty members who know the students well, with priority given to first or second-year programme professors. Tutors provide students both personal and academic support and play a fundamental role in ensuring that students advance adequately, especially those who require additional attention, for example, if they have to repeat a year or, of course, if they have special educational needs. The Law School provides different types of tutorials and has various support mechanisms in place to help students according to their academic year and needs:

1. **University orientation tutorials:** Tutors help students to adapt to university life, meeting with them periodically and closely monitoring their adaptation to the school as well as their marks on exams and university courses, in general. When students' academic performance falls below expected levels, tutors may contact Programme Management to work together with the students in question.
2. **Coaching service:** The Law School has created this service for students whose introduction to university life is proving to be excessively stressful, requiring various techniques to manage the situation. The coaching service comprises a series of individual sessions between coaches and students depending on the problems the latter face. Coaches may refer students to specialised professionals if needed.
3. **Professional development tutorials:** The Law School features a dedicated programme to prepare students and support them with their professional development. Esade Careers organises a series of general sessions in addition to providing individual tutorials for students who may need specific guidance.
4. **Course tutorials:** All the programme subjects provide students pedagogical support through tutorials consisting of small-group sessions led by faculty members themselves. These tutorials are offered for all the different programme subjects and serve to promote students' learning more directly and help them to achieve the established competencies for each subject.
5. **Final degree project tutorial:** In compliance with Royal Decree 1393/2007, dated 29 October, establishing the norms governing official university programmes, the Law School will assign a specific tutor to students during the fourth year of the programme.

## Continuation Norms

**Moving on to the next year:** Students with a maximum of 24 ECTS credits pending from core and compulsory subjects will still be able to move on to the next academic year. Students who pass the year with failed subjects will enrol for the following full year and will also have to enrol in the pending subjects from previous years. If the schedules for these unpassed subjects conflict with subjects in the new year, students will have to enrol in those pending subjects but complete them in keeping with specific work plans agreed on with the faculty members responsible for those subjects. These plans will detail the work and activities that students have to carry out, linked to the competencies to be achieved as established for each subject.

**Repeating the year:** If students do not meet all the requirements to pass and move on to the next year, they will be able to repeat the year so long as they do not have more than 30 ECTS credits pending from core and compulsory subjects. Repeating students will enrol in those subjects they failed the previous year as well as the corresponding subjects in the following year in which they decide to enrol. However, students can never exceed the number of ECTS credits assigned to the year in which they are enrolled and will require authorisation from Programme Management. Deferred subjects will not be considered in terms of students being able to move from one year to the next. However, depending on the circumstances, it may imply students having to repeat the year after assessing the students' educational needs.

**Requirements to pass the year:** Students who have had to repeat a given year or are partially enrolled in an academic year may only move on to the following year if they successfully pass 80% of the ECTS credits for the core and compulsory subjects in which they are enrolled.

**Programme withdrawal:** Students who do not meet the requirements to move on to the next year or who are not allowed to repeat the year will be required to withdraw from the Double Degree programme unless their continuation is justified due to exceptional circumstances.

Programme Management will have to duly approve their continuation.