

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.).
- 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.
- Regular in-class welcoming term sessions to explain the highlights and the important decisions of the term
- Online support provided by the program management team via the ecampus platform, where students can access information about the various courses 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 senior program managent.
- Access to the program managers by Microsoft Teams. email or in person in order to answer questions or clear up doubts.
- Regular meetings with the class representatives to discuss the suggestions or concerns from each of the sections

Exclusion from the MBA Programme

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:

- o Receiving 3 Fail grades or more during the first year, or 4 subjects throughout the complete MBA Program.
- a) The following irregularities during evaluation tests and examinations:
 - o Premeditated copying: premeditated copying is understood as attempting to circumvent the monitoring of an exam or evaluation test in a premeditated manner prior to its completion, for example, by carrying prepared answer sheets, notes, books, annotations, or using a device for that purpose. Being in possession during an evaluation test or an exam of electronic devices that store and transmit information is a very serious infraction even if the device is turned off. Communication with another student during an exam or evaluation test may also be considered premeditated if a previously agreed system is used and evidenced.
 - o The removal, even partial, of an exam or evaluation test prior to its completion, and so preventing its delivery to the faculty member or exam monitor.
 - o Disrupting order and discipline during an exam or evaluation test.
 - o Sitting in an evaluation test or exam, or any other academic activity, on behalf of another student or conducting an evaluation test or exam, or any other academic work or activity, on behalf of a third party, as well as consenting to be impersonated in an evaluation test or exam, or any other academic work or activity; or presenting as one's own work a test or exam, or any other academic work or activity, performed by a third party.
- b) Altering, falsifying, removing, or destroying minutes, records, or any other academic document.

- c) Providing false information in any document, communication, or procedure required by Esade, such as during the admission process or applications for scholarships, student loans, or future revenue-sharing contracts.
- d) Plagiarism, in the sense of presenting as one's own work evaluation material totally or partially prepared by another person.
- e) The submission of a medical certificate, or any other type of certificate, which includes falsehoods.
- f) Any attempt to avoid the systems established for attendance control, including signing in the name of an absent student on attendance sheets during classes or consenting to be impersonated.
- g) Misappropriate the content of tests, exams, or knowledge checks.
- h) Unauthorized possession of an exam or evaluation test, regardless of how it was obtained, prior to the scheduled date and time, unless the student informs the faculty, the Program Management, or Academic Affairs as soon as possible after receiving the exam or test in question.



- i) Offending (verbally or in writing), physical assaulting, or disrespecting any member of the university community, or personnel assigned to services contracted by Esade.
- j) Offending or disrespecting from virtual environments such as social networks, instant messaging, or virtual campuses, any member of the university community. This includes disseminating any type of offensive comment or content towards students, faculty, administrative or service staff, or any other member of the university community, or staff assigned to services contracted by Esade – including offense channelled in a private distribution list that creates distress for the affected individual with the university community.
- k) Engaging in any type of discriminatory conduct towards any member of the university community or personnel assigned to services contracted by Esade, on the grounds of race, age, gender or gender identity, origin, ethnicity, sexual orientation, religion or beliefs, social class, illness or health condition, disability, or any other personal or social cause.
- l) Engaging in group initiations or any other physically or psychologically humiliating conduct or action that seriously undermines the dignity of individuals within or outside of Esade facilities.
- m) Possession, sale, consumption, or distribution of drugs on Esade premises, as well as any breach of the prohibitions on alcohol and tobacco consumption established by Esade or legislation.
- n) Disruption of academic activity with actions that impede its normal performance.
- o) Sexual or gender-based harassment.
- p) Intimidation or harassment in real or virtual environments (such as social networks) towards any member of the university community or personnel assigned to services contracted by Esade.
- q) Disclosure of any information, situation, circumstance, or document of a confidential nature, which is obtained in work sessions, external academic internships, or any other academic activity.
- r) Recording of images or sound during teaching activities that has not been previously authorized by Esade, or their distribution, as well as recording of images or sound on Esade premises, or outside Esade premises during the development of an academic or Esade-related activity without previous authorization by Esade or the individuals recorded, as well as its distribution.
- s) Unauthorized dissemination of teaching materials to third parties outside Esade, through virtual environments such as social networks or file-sharing systems, as well as by photocopying or any other means.
- t) Unauthorized or improper use of any trademark, logo, or trade name owned by Esade.
- u) Failure to comply with public health standards established for university centers, their facilities and services, and endangering the university community.
- v) Any other misconduct that constitutes the commission of a crime.
- w) Repetition of severe infractions by committing more than one infraction of the same nature in the last two academic years.

