

ESDi's tutoring action plan

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1.- Undergraduate Degree in Design

The **Tutoring Action Plan** includes a specific mentorship program for freshman students and a tutoring program for sophomore, junior and senior students.

The objective of the **mentorship plan**, which is aimed at freshman students, is to get to know students from their first day in our school, and to establish a trusting relationship with them so that all problems and issues that may arise throughout the academic year can be foreseen, as well as to ensure a positive academic development for them. Periodically throughout the academic year, mentors and their assigned students meet up. During the meetings, students can solve academic and organization doubts, as well as doubts that may arise about the city or the community (specially foreigners or students from other provinces of Spain) and queries about university lifestyle integration, etc.

A responsible for this program is in charge of its implementation and evaluation each academic year, who is in constant touch with ESDi's Direction team and who shall notify if any incident were to happen. It should be noted that this program was first introduced during the academic year 2013-2014, and due to its positive reception, after its analysis and improvement, it was decided to include it to the Mentorship Action Plan of the Undergraduate Degree in Design.

On the other hand, from sophomore year on, students are assigned a **tutor** that holds more academic power. It is understood that freshman is the academic year that students need to adjust to the new academic situation and facilities. However, sophomore students' necessities may be more academic: academic orientation, subject queries, low performance due to personal reasons, lack of motivation... In the event that any of the mentioned reasons were to happen, the tutor shall orient and advise. If necessary, and if the tutor considers it convenient, the Teaching Plan Responsible may intervene if the reason is academic. On the other hand, if it's due to personal reasons, ESDi's Direction team will intervene. Similarly, in specific cases, the Direction team can assist parents or underage legal tutors, if the severity of the circumstances requires so.

Both the mentor and the tutor shall take into consideration if a student has special needs, and, if that were the case, Ramon Llull University's Special Groups shall be contacted. If any student were to suffer from gender or sexual orientation discrimination, the tutor will be in charge of applying the Gender equality program fostered by Ramon Llull University.

ESDi also offers a **Student support** responsible in charge of establishing procedures (surveys) that provide quantitative and qualitative information of students' opinions, as well as ensuring that the communication channels available in the school are used by students. The Student support responsible also promotes student representative bodies ensuring that their opinions are taken into account in the school's governance decisions.

Students undergoing Professional internships, will be assisted by a teaching tutor that will coordinate with a tutor assigned by the receiving company. For the Final Project students will choose a tutor to guide and help them in the approach and development of said Final Project.

2.- Digital Art Curatorship Master's Degree

Individual meetings with a tutor are contemplated during the Final Master's Project as well as during the conduction of Internships in cooperating institutions.

Group meetings with a tutor are also carried out during the Final Project and teaching activities that may require it.