

TUTORIAL ACTION PLAN FOR THE DEGREE IN DESIGN

27/09/2022

The Tutorial Action Plan is a set of planned actions, carried out in collaboration with the university community, aimed at guiding, advising, and supporting students throughout their university studies. The Academic Management of ESDI coordinates this Tutorial Action Plan.

Among others, the objectives of the Tutorial Action Plan are:

- To address the heterogeneity of students entering the Degree, given that the pathways to study Design include any of the Baccalaureate tracks, as well as Higher Vocational Training cycles from specific branches and families.
- To provide academic and educational support and guidance to students.
- To assist the integration of students coming from other countries or other regions of Spain into the metropolitan area of Barcelona and Sabadell.
- To ensure that ESDI's communication channels are open, available, and actively used by students.
- To strengthen student representative bodies and facilitate their participation in the institution's representative and governing bodies.
- To gather quantitative and qualitative insights into students' opinions.

The Tutorial Action Plan consists of the following complementary programmes:

1. Welcome Day. At the beginning of each academic year, two welcome sessions are organised, one per semester, aimed at international students—whether from the Erasmus or Free Mover programmes—or those enrolled in the English-taught group of the Bachelor's Degree in Design. The purpose of this welcome event is to introduce students to the school's facilities and to provide information on the academic aspects of the curriculum and the institution's general functioning. It also serves as an initial guide on matters such as accommodation, legal procedures, transportation, etc. During the welcome

event, international students are informed of the activity calendar prepared for the entire academic year, to foster an international community within the school and ensure a positive experience during their stay. These activities include excursions, guided tours, social events, etc. International students and “Buddies” take part in these activities.

2. **Buddy Program.** This programme is designed to involve national students who wish to improve their English level by participating in activities aimed at the international student community. Through this programme, they improve their English skills and become familiar with other cultures, thereby facilitating and encouraging outgoing mobility (Erasmus programmes for our national students).
3. **Tutorial Programme.** Addressed to students from first to fourth year. Tutorials are support and academic guidance activities that help first-year students integrate into ESDI and support them throughout their learning process from the second to the fourth year. From the second year onwards, tutors are the heads of the specialisation areas. This close relationship constitutes an identifying feature of the institution, demonstrating its commitment to helping students achieve the competencies established in the Bachelor’s Degree in Design and in shaping their professional careers.
4. **Content Reinforcement Tutorials.** Given the diverse academic backgrounds of students entering the Bachelor’s Degree in Design, teachers may request, when appropriate, that the Academic Plan Coordinator organise reinforcement sessions for those students who need additional support in understanding course content. These tutorials are usually offered in the first year, although they may take place at any point during the four-year degree, subject to evaluation and approval by the Academic Plan Coordinator.
5. **International Student Advisor.** This role provides support to international students—whether full-time ESDI students or exchange students—in both academic and extra-academic matters encountered during their studies at ESDI. This figure also assists students who wish to undertake exchange programmes at foreign universities.
6. **Mobility Programme Tutoring.** Throughout the second year, the Head of the International Relations Unit and the International Student Advisor organise a series of information sessions on the mobility programme. They aim to advise

and guide outgoing students throughout the entire exchange process, from application to their return to ESDI.

7. Guidance for Choosing Elective Courses in 3rd and 4th Year. The Academic Management, together with the Head of the University Department of Design Theory and Analysis and the heads of the specialisation areas, organise information sessions during the second semester for second- and third-year students. These sessions explain the characteristics of elective subjects in the 3rd and 4th year, as well as the conditions required to obtain the corresponding training profiles/mentions included in the curriculum. Additionally, students have access to complete information about elective courses through the virtual campus.
8. External Internship Tutors. The Degree curriculum includes a compulsory external internship subject worth 14 ECTS, which can be completed once the student has earned 120 ECTS. All students will have both a company tutor and an academic tutor who will support them throughout their internship period and assess their performance based on reports provided by the company and the internship report submitted by the student.
9. Career Services for External Internships. ESDI has a Career Services department that provides guidance and support to students undertaking curricular external internships or wishing to complete extracurricular internships. An information session is held at the start of the academic year to introduce the service to students. Additionally, a series of workshops and talks is organised to help students find internships or employment, among other objectives. Personalised support is also offered to students who require individual assistance. This service is responsible for managing company requests, providing support to companies, and helping them search for suitable student profiles through personalised attention. It also manages curricular and extracurricular internship agreements and collaboration agreements between ESDI and companies.
10. Final Degree Project Tutors (FDP). Intended for fourth-year students. Tutors are preferably teachers of the institution or academic collaborators, although students may request a renowned external expert as a tutor. Students may choose their tutor, who must then be validated by the Academic Coordination. The tutor confirms their acceptance by signing the FDP Proposal Form prepared and submitted by the student to Academic Coordination. The FDP tutor's role is to guide the student through all stages of the project's development and define the scope of the required responses. The tutor advises the student, suggests approaches, and recommends relevant bibliography and

documentation needed for the successful completion of the project. They ensure that the FDP meets the quality standards and requirements necessary for its final submission to the Assessment Committee. They are responsible for guaranteeing the coherence of the student's proposal and work process, as well as supervising the project throughout all its phases. The tutor will submit an evaluation report to the Assessment Committee on the student's progress during the FDP. It should be noted that the sole person responsible for the project content is the student. If the student decides to change tutors midway through the FDP process, they must do so in writing, explaining the reasons in a document submitted to Academic Coordination, which will be recorded in the Academic Secretariat's registry.

11. FDP Advisors. Students may choose, if they deem it necessary, up to two advisors: one theoretical and one technical, selected based on the topic of the project. Their involvement in the FDP is partial, addressing the queries raised by the student either on the tutor's recommendation or on their own initiative. Their contributions aim to deepen specific aspects of the project, within the general objectives of the FDP defined by the student in agreement with their tutor.