RULES ON TUTORSHIP

I. GENERAL PROVISIONS

Article 1

These Rules govern the functioning and organisation of tutorship at the Faculty of Administration of the University of Ljubljana (hereinafter: the Faculty), complementary to the provisions of the Rules on the Tutorship System of the University of Ljubljana (hereinafter: the University) on 30th September 2008.

Article 2

The purpose and objectives of tutorship at the Faculty are:
- to offer support to students during their study by easing their way of performing obligations,
- to increase the transfer of students to a higher year and their employability due to gained competencies,
- to advise students in pursuing the study or a part of the study at home and abroad,
- to direct students in designing the curriculum, particularly in the elective part,
- to help first-year students,
- to ensure additional help with the understanding and mastering of the study materials of individual study courses,
- to offer advice and help in obtaining and performing obligatory student placement,
- to offer help to foreign students,
- to offer help to students with special status (students with special needs, athletes, artists/cultural producers and meritorious students),
- to introduce and guide students in their research work,
- to encourage students to participate in extracurricular activities and the like.

Article 3

The tutorship system is part of the implementation of the study programmes of the Faculty with the objective of developing quality or pedagogical excellence, therefore its functioning is ensured by the Centre for the Development of Pedagogical Excellence.

II. FORMS OF TUTORSHIP

Forms of Tutorship according to Study Programme Cycles

Article 4

(1) The forms of tutorship at the Faculty in the study programmes of the 1st cycle are:
   1. introductory tutorship for new students, intended for first-year students of individual study programmes,
2. course tutorship, intended for students as additional help with the understanding and mastering of individual demanding courses of the study programme (becoming acquainted with the sources for a particular course, help with the use of learning methods and strategies for the tutored courses, etc.),

3. tutorship for the compulsory study practice, intended for students who are obliged to do the practice, for acquiring a position and assignments and for performing practice,

4. tutorship for students with a special status, intended for students who have or acquire a special status at the Faculty, in order to facilitate their integration into study work and students’ life, and the necessary adjustments to meet the study requirements,

5. tutorship for foreign students, intended for students who participate in the student exchange programme at the Faculty, and other foreign students enrolled at the Faculty, for overcoming the cultural differences and adapting to the new environment in Slovenia as well as possible,

6. scientific-research tutorship, intended for students for the introduction and development of methods of scientific research.

(2) The forms of tutorship at the Faculty in the study programmes of the 2nd cycle are usually the same as at the 1st cycle, unless the Faculty announces only individual forms of tutorship of the before-mentioned in the current academic year.

(3) With the decision of the Senate, based on the needs for the implementation of study programmes, the Faculty can determine other special forms of tutorship at all study cycles for an individual study year or semester.

(4) All forms of tutorship are implemented in cooperation with teacher tutors and student tutors for a specific form of tutorship at an individual study programme cycle.

III. PARTICIPANTS IN THE TUTORSHIP SYSTEM, TERMS FOR APPOINTMENT AND DUTIES

Participants in Tutorship at the Faculty

Article 5

(1) The participants in the tutorship system at the Faculty are:
- the coordinators in the tutorship system, i.e. the chairman of the Tutor Council, coordinator/s and a technical assistant for tutorship,
- teacher tutors for individual form of tutorship at different study programme cycles,
- student tutors for individual form of tutorship at different study programme cycles,
- student mentors with scientific-research tutorship, and
- student tutees as the recipients of tutorship.

(2) All participants, with the exception of tutees, form a council of the Faculty's tutors. The Tutor Council is a consultative body for performing and developing tutorship at the Faculty.

(3) The chairman convenes the Council at least twice in an academic year to discuss the current issues of tutorship and the key elements of the implementation of tutorship in the next period (e. g. the content of the call for applications for student tutors).
(4) No later than 30th September, the Council adopts the action plan on the implementation of tutorship at the Faculty for the next academic year and the report for the previous academic year.

Terms for the Appointment and Duties of Faculty Employees in the Tutorship System

Article 6

(1) The chairman of the Tutor Council is the Deputy Dean for Student Affairs or for an individual academic year, following a decision by the Senate, another teacher with at least the habilitation title of assistant professor, employed full-time for an indefinite period. The chairman of the Tutor Council heads the Tutor Council, provides the conditions for the implementation and development of tutorship at the Faculty, and participates in the system of the management of tutorship at the University.

(2) The tutorship coordinator is for an individual academic year, following a decision by the Senate, a full-time teacher or associate. According to the needs of the implementation of tutorship, the Senate can name three coordinators at the most for the current academic year. The tutorship coordinator heads the system of tutorship on the executive level, prepares the annual action plan and the report for the previous year, organises coordination meetings of the participants, prepares and organises the call for the appointment of the student tutors, prepares the material for the decisions of the Senate in the field of tutorship, advises tutors on their work, provides for the promotion of tutorship and the like.

(3) With a catalogue of jobs or a special decision by the Senate, the Faculty appoints an expert employee who offers the tutorship system or its participants professional, technical and administrative support.

(4) The teacher tutor is a full-time teacher or associate whom the Senate of the Faculty appoints for an individual form of tutorship at a specific cycle of the study programmes for the current academic year. The Senate can appoint several teacher tutors for an individual form of tutorship. The teacher tutor carries out tutorship lessons, helps and gives advice to student tutors for a certain form of tutorship at an individual cycle of study programmes, keeps records of tutorial work with student tutors and tutees; in cooperation with student tutors the teacher tutor prepares the annual report on key problems and solutions in the context of a certain form of tutorship, educates according to the programme of the University for teacher tutor education, etc.

(5) The students' mentors for scientific-research tutorship are full-time teachers and associates who are assigned to an individual topic of this form of tutorship by teacher tutors with their consent. Mentors report to the teacher tutors for this form of tutorship.

Appointment and Duties of Student Tutors

Article 7

(1) A student tutor is a student of any study programme running in the current academic year who meets the application requirements and is by the decision of the Senate of the Faculty appointed for the current academic year.

(2) For an individual form of tutorship several student tutors can be selected and appointed according to the annual or semester call for applications.
(3) The student tutor performs tasks that are determined by the University study plan, and in addition has other assignments, which are: participating at organised Faculty meetings, permanently communicating with tutees and the teacher tutor for an individual form of tutorship through special e-mail addresses for tutorship, monthly reporting according to the guidelines of the coordinators of tutorship, participating in the procedures of student enrolment, promoting tutorship, etc.

**Tutees**

**Article 8**

Tutees are full-time and part-time students of all study programmes carried out at the Faculty who apply for tutorship from a student tutor or teacher tutor.

**IV. CALL FOR THE SELECTION OF STUDENT TUTORS**

**Publication of the Call for the Selection of Student Tutors**

**Article 9**

(1) At least once a year for the current academic year, no later than 31st October, the Faculty publishes a call which invites student tutors to participate.

(2) An additional call can be published at the beginning of the spring semester, but no later than 15th March for the current academic year.

(3) The deadline for applying to the call must be at least 15 days from the date of publication.

(4) The published call contains different forms of tutorship, conditions according to the Rules of the University and these Rules, the number of vacancies for an individual form of tutorship, and the selection criteria.

(5) When determining the number of vacancies for an individual form and cycle of study programmes, the following are considered: previous experience, the number of enrolled students and the foreseen obligations of an individual student tutor who will work with 30 tutees at the most.

**Conditions and Selection Criteria for the Selection of Student Tutors**

**Article 10**

(1) For introductory tutorship, the student tutor has to be enrolled in at least the second year of an individual programme at a specific cycle of the study programmes. Students with a higher average grade in their studies to date have priority in the selection.

(2) For course tutorship, the student-tutor has to be enrolled in the last year of the programme in the current academic year in which the tutorship is carried out and have an average grade of at least 8 in the current study. In the selection process, students with a higher average grade in their studies to date are given priority. A student tutor may be appointed for individual courses where the need arises, and must have a grade of at least 8 in the tutored course.
(3) For tutorship for student placement, the student tutor must have already completed the student placement at least once with the mark of at least 8, and know all of the rules and information systems for the implementation of student placement at the Faculty. In the selection process, students with a higher average mark in their studies so far are given priority.

(4) For tutorship for students with special status, the student tutor has to be familiar with the rights of students with special status. Students who have already acquired the special status are given priority. At least two students are appointed for the implementation of the tutorship for students with special status; one of the student tutors has to be a student with special needs and one a student athlete, student artist/cultural producer and meritorious student, according to the Rules of the Faculty, which regulate the students with special status. In the selection process, students with a higher average mark in their studies so far are given priority.

(5) For tutorship for foreign students the student tutor has to be enrolled at least in the second year of an individual programme at a specific cycle of study programmes in the current year, and have the average mark of at least 7 in the studies so far in this programme, and actively master English. Students who exhibit the knowledge of other foreign languages and have been an exchange student outside Slovenia are given priority in the selection process, and among them those with the highest average mark in their studies so far.

(6) For scientific-research tutorship, the student tutor in the study programmes of the 1st cycle has to be enrolled in the last year of the 1st cycle programme in which the tutorship is carried out, or in the postgraduate programme and have an average mark of at least 8 in the studies so far in this programme. Students who exhibit experience and achievements in participating in the research projects carried out are given priority in the selection process, and among them those with the highest average mark in their studies so far.

**Additional Conditions for the Selection of Student Tutors**

**Article 11**

(1) The Faculty can determine additional conditions in the call based on the cycle of the study programme, and based on the direction of the Tutor Council. Vacancies and conditions can be determined for full-time study or part-time study individually.

(2) A student who has already been appointed in the previous period and assessed negatively is not chosen as a student tutor.

**Selection of the Applicants to the Call**

**Article 12**

(1) Of the applied students who meet the call requests, the Senate of the Faculty appoints the selected student tutors no later than 45 days from the expiry of the call.

(2) If more students have applied for an individual form of tutorship than there are available vacancies, preference is given to students with a higher average mark during the study in the enrolled programme.
(3) The appointed student tutors carry out tasks for the current academic year or for the period determined in the call.

(4) When appointed, the Senate appoints a teacher tutor or mentor to the student tutor as a mentor or associate for a specific form of tutorship.

V. EVALUATION OF TUTORSHIP WORK

Article 13

(1) The work of the coordinators of tutorship, teacher tutors and mentors is evaluated according to the Rules of the Faculty that determine the evaluation of the work of the teaching staff as an indirect form of teaching.

(2) The work of student tutors is evaluated according to the Rules of the University and the study plan for student tutorship (3 ECTS per academic year); on the proposal or decision of the teacher tutor as a mentor it can also be evaluated with additional forms of rewarding, where a positive evaluation of the teacher tutor, who is the student tutor's mentor, regarding the quantity and quality of the student's work, is a prerequisite for the acknowledgment of all awards.

(3) After the end of the academic year in which they participated in tutorship the teacher tutors and student tutors receive a certificate of tutorship.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 14

(1) These Rules shall enter into force when adopted by the Senate of the Faculty and when published on the website of the Faculty.

(2) The day these Rules enter into force the Rules on the Functioning and Organisation of Student Tutorship at the Faculty of Administration, adopted by the Senate of the Faculty on 25th April 2005 and 20th June 2007, cease to be in force.

Date: 24th February 2010

Number:

DEAN:
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