

Based on Article 28 of the Rules of the Faculty of Administration of 21<sup>st</sup> January 2016 and the Rules on the Tutorship System of the University of Ljubljana of 27<sup>th</sup> May 2015, the Senate of the Faculty of Administration adopted at its 13<sup>th</sup> meeting on 14<sup>th</sup> December 2016

## **THE RULES ON TUTORSHIP**

### **I. GENERAL PROVISIONS**

#### **Article 1**

These rules govern the functioning and the organisation of tutorship at the Faculty of Administration of the University of Ljubljana (hereinafter: the Faculty), complementary to the university rules of the University of Ljubljana (hereinafter: the University).

#### **Article 2**

The purpose and the goals of the tutorship at the Faculty are:

- offering support to students during their study by making their way of completing obligations easier;
- increasing the transfer of students into a higher year and their employability due to gained competencies;
- advising students in continuing their study or a part of the study at home and abroad;
- directing students in forming their curriculum, particularly in the optional part;
- helping new students;
- ensuring additional help with understanding and mastering the study material for individual subjects;
- advising and helping students obtain and complete the mandatory study placement;
- helping foreign students;
- helping students with special status (students with special needs, sportsmen, artists/culture professionals and meritorious students);
- introduction and guidance of students in their research work;
- encouraging students to participate in extracurricular activities and alike.

#### **Article 3**

The tutorship system is part of the implementation of study programmes of the Faculty with the goal to develop quality and 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 framework of the study programmes of the first 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 in understanding and mastering individual challenging courses of the study programme (acquaintance with sources for a particular course, help with the use of methods and the strategy of learning for the tutored courses, etc.);
  3. tutorship for mandatory student placement, intended for students, who are required to carry out the practice, for acquiring a position, tasks, and for performing the practice;
  4. tutorship for students with a special status, intended for those students who have or are about to acquire a special status at the Faculty, in order to enable their integration into study work and study life, and the necessary adjustments for completing the study obligations;
  5. tutorship for foreign students, intended for students who participate in student exchange at the Faculty and other foreign students enrolled at the Faculty, for overcoming cultural differences and adapting to the environment in Slovenia as successfully as possible;
  6. scientific-research tutorship, intended for students for the introduction and development of methods of the scientific research;
  7. tutorship for the development competencies of those students who conduct tutorship.
- (2) The forms of tutorship at the Faculty in the study programmes of the second cycle are generally the same as in the first cycle, unless the Faculty defines only individual forms of tutorship out of the previously stated forms of tutorship with the call for applications in the current academic year, based on needs.
- (3) Based on needs the Faculty defines individual forms of tutorship of the third cycle.
- (4) With the decision of the Senate, based on the needs of the implementation of study programmes the Faculty may create other special forms of tutorship in all study cycles for an individual academic year or semester.
- (5) All forms of tutorship are carried out in co-operation with teacher tutors and student tutors for a certain form of tutorship in an individual study programme cycle.

### **III. PARTICIPANTS IN THE TUTORSHIP SYSTEM, THE CONDITIONS FOR THE APPOINTMENT AND TASKS**

#### **Participants in Tutorship at the Faculty**

##### **Article 5**

- (1) Participants in the tutorship system of the Faculty are:
  - coordinators in the tutorship system, i.e. the president of the tutor council, coordinator/-s of the tutorship and the technical assistant of tutorship,
  - teacher tutors for an individual form of tutorship in all study programme cycles,
  - student tutors for an individual form of tutorship in all study programme cycles,
  - mentors of students in scientific-research tutorship and
  - student tutees as the recipients of tutorship.
- (2) All participants, except tutees, form the council of the Faculty's tutors. The tutor council is a consultative body for the implementation and development of tutorship at the Faculty.
- (3) The council is convened by the president of the tutor council at least twice per academic year. It discusses the current issues of tutorship and the main elements of the implementation of tutorship in the next period (e.g. the content of the call for applications for student tutors).
- (4) By 30<sup>th</sup> September at the latest, the council adopts the work plan on the implementation of tutorship at the Faculty for the next academic year and the report for the previous academic year.

#### **Conditions for the Appointment and Tasks of Faculty Employees in the Tutorship System**

##### **Article 6**

- (1) The president of the tutor council is the vice dean for student affairs or for an individual academic year, an individual higher education teacher, selected by the decision of the Senate, with at least the habilitation title of assistant professor, who is also a full-time employee for an indefinite period. The president of the tutor council leads the tutor council, provides the conditions for the implementation and the development of tutorship at the Faculty and participates in the system of management of tutorship at the University.
- (2) The tutorship coordinator is appointed by the decision of the Senate for an individual academic year and is a full-time teacher or associate. According to the needs of the implementation of tutorship, the Senate can appoint up to three tutorship coordinators for the current academic year. The tutorship coordinator is in charge of the system of tutorship on the executive level, prepares the annual work plan and the report for the previous year, organises coordination meetings of participants, prepares and organises the call for appointment of student tutors, prepares the material for the decision of the Senate in the field of tutorship, advises tutors in their work, takes care of the promotion of tutorship and the like.
- (3) With the catalogue of jobs or with the special decision of the Senate, the Faculty appoints an expert employee who offers professional, technical, and administrative support to the system of tutorship or its participants.

- (4) The teacher tutor is a higher education teacher or associate who is appointed by the Senate of the Faculty for an individual form of tutorship for a specific cycle of study programmes for an individual academic year. The teacher tutor carries out tutorship lessons, helps and advises student tutors for an individual form of tutorship in an individual cycle of study programmes, keeps records of tutorial work with student tutors and tutees, prepares an annual work plan about key problems and solutions in the framework of an individual form of tutorship in co-operation with student tutors, educates himself/herself according to the University programme for teacher tutor training, etc.
- (5) In case the Faculty as the coordinator carries out joint or interdisciplinary study programmes, the teacher tutor is usually appointed as the study programme manager.
- (6) Teacher tutor for scientific-research tutorship is generally a vice dean who is in charge of the area of research, whereas mentors of students in scientific-research tutorship are full-time teachers and associates, who are selected for individual themes of this form of tutorship in accordance with their consensus by the teacher tutor for scientific-research tutorship. Mentors report to the teacher tutor for this form of tutorship.

## **Appointment and Tasks of Student Tutors**

### **Article 7**

- (1) Student tutor is a student of any study programme which is carried out in the current academic year and meets the application requirements and is selected at the call for applications and then appointed by the decision of the Senate of the Faculty for the current academic year.
- (2) Several student tutors can be selected and appointed for an individual form of tutorship, in accordance with the annual or semester call for applications.
- (3) Student tutor performs tasks which are determined by the university rules. In addition to that he/she has other tasks, which are: participation at organised meetings and trainings for tutors at the Faculty, continuous communication with tutees and the teacher tutor for an individual form of tutorship, monthly reporting according to the guidelines of the tutorship coordinators, participation in the student enrolment procedure, promotion of tutorship, etc.

### **Tutees**

### **Article 8**

Tutees are full-time and part-time students of all study programmes which are carried out at the Faculty, who request tutorship from the student tutor or the 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 per year for the current academic year the Faculty publishes a public call for applications, with which it invites the student tutors to participate.
- (2) An additional call for applications may also be published at the beginning of the spring semester, by 15 March at the latest for the current academic year.
- (3) The deadline for applications must be at least 15 days from the date of publication of the call for applications.
- (4) The forms of tutorship, the conditions of the University according to these rules, the number of vacancies for an individual form of tutorship and the selection criteria are published in the call for applications.
- (5) By determining the number of vacancies for an individual form and cycle of study programmes, past experiences are taken into consideration, as well as the number of enrolled students and the expected obligations for an individual student tutor, who shall take care of no more than 30 tutees.

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

#### **Article 10**

- (1) For introductory tutorship, the student tutor must be enrolled in at least the second year of an individual programme at a certain cycle of study programmes. Students with a higher grade point average in their studies to date have priority in the selection procedure.
- (2) For course tutorship, the student tutor must be enrolled in at least the second year of the programme in the current academic year, in which he/she carries out the tutorship, and have a grade point average of at least 8 in the current study. Students with higher grade point average in the current study are given priority in the selection procedure. Student tutor may also be appointed for individual courses, in which the need arises, and must have a grade of at least 8 in the tutored course.
- (3) For student placement tutorship, the student tutor must have already completed the student placement at least once with a grade of at least 8 and needs to know all rules and information systems for the implementation of the student placement at the Faculty. Students with a higher average grade in their studies so far are prioritised in the selection process.
- (4) For tutorship for students with special status the student tutor must be familiarised with the rights of students with special status. Students who have already acquired the special status by the rules of the Faculty, which regulate students with special status, are given priority in the selection procedure. Students with a higher average grade in their current studies are given priority.

- (5) For tutorship of foreign students the student tutor needs to be enrolled in at least the second year of an individual study programme at a specific cycle of study programmes in the current year and have an average grade in this programme of at least 7, as well as active knowledge of the English language. Students who demonstrate knowledge of other foreign languages and have completed an exchange outside Slovenia themselves are given priority in the selection process, and among them those with the highest average grade in their studies so far.
- (6) For scientific-research tutorship the student tutor in the first cycle of study programmes must be enrolled in the highest year of the first cycle programme, in which the tutorship is carried out, or in the postgraduate programme and have an average grade of at least 8 in the current study in this programme. Students, who exhibit experience and achievements in participating in the conducted research projects and among them those with the highest average grade in the study so far, are given priority in the selection process.
- (7) For tutorship for the development competencies of those students who carry out tutorship, the student tutor must be enrolled in at least the second year of an individual programme of a certain study programme cycle in the current academic year. Students with a higher average grade in their study so far are given priority in the selection process.

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

#### **Article 11**

- (1) The Faculty can determine additional conditions in the call for applications in regards to the study programme cycle and the directions of the tutor council. Vacancies and conditions can also be individually determined for full-time and part-time study.
- (2) A student, who has already been appointed a student tutor in the previous period and has been negatively assessed, shall not be selected as a student tutor again.

### **Selection of the Applicants to the Call**

#### **Article 12**

- (1) Among those applied students who meet the requests of the call for applications, the Senate of the Faculty appoints the selected student tutors in 45 days from the expiry of the call for applications at the latest.
- (2) If more students have applied for an individual form of tutorship than there are available vacancies, students with a higher average grade during the study in the enrolled programme are given priority.
- (3) The appointed student tutors carry out tasks for the current academic year or for the period determined in the call for applications.
- (4) At their appointment, the Senate selects a teacher tutor as a mentor or an associate for a specific form of tutorship for the student tutors.

## **V. EVALUATION OF TUTORSHIP WORK**

### **Article 13**

- (1) The work of the coordinators of the tutorship system, teacher tutors and mentors is evaluated in accordance with the rules of the Faculty, which determines the evaluation of the work of the teaching staff as an indirect form of teaching.
- (2) The work of student tutors is evaluated in accordance with the university rules. A student may gain 3 ECTS per academic year for tutorship. On the proposal or decision of the teacher tutor as a mentor, it can also be evaluated with additional forms of rewarding, where the condition for the recognition of all awards is a positive grade of the teacher tutor, who is a mentor to the student tutor, regarding the range and the quality of student's work.
- (3) Teacher tutors and student tutors receive a certificate of tutorship by the Faculty, after the end of the academic year in which they participated in tutorship.

## **VI. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 14**

- (1) These rules shall enter into force on the eighth day after its adoption at the Senate of the Faculty and shall be published on intranet and the Faculty website.
- (2) The day these rules enter into force the Rules on Tutorship, adopted by the Senate of the Faculty at its 25<sup>th</sup> session on 24<sup>th</sup> February 2010 and changes and supplements to the Rules on Tutorship dated 21<sup>st</sup> May 2014, cease to be in force.

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DEAN:  
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