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Pursuant to Article 38 of the Statute of the University of Primorska (Official Gazette of the Republic of Slovenia, No. 51/15 - official consolidated text, 88/15, 63/16, 2/17, 31/17, 31/17, 77/18, 75/19, 28/21 and 115/21 and amendments) the Senate of the University of Primorska at its 26th regular session on 23. 3. 2022 adopted

RULES ON THE TUTORING SYSTEM AT THE UNIVERSITY OF PRIMORSKA (Unofficial consolidated text)

1. GENERAL PROVISIONS

Article 1

These rules regulate the organization and operation of the tutoring system at the University of Primorska (hereinafter: the University).

Article 2

The purpose of the tutoring system at the University is to create conditions for:

- organized care for the development of each student from enrolment in the study programme to completion of studies;
- strengthening direct contacts between students and teachers as well as between students, teachers and the University as a whole;
- more successful integration of students into the university environment;
- solving general and specific students' problems, especially issues of students with special needs;
- improving academic success, improving transfer of students to a higher year and providing a higher quality of studies.

Article 3

The tutoring system at the University includes tutors as performers and tutees as recipients of tutoring activities.

Article 4

In these Rules, the third person plural pronoun form is used as neutral for men and women.

Article 5

(1) Students enrolled in the first year are introduced to student tutors and receive basic information about the tutoring system at the University at the beginning of the academic year, but no later than October 7.

(2) Students who would like the help of a tutor, thus becoming a tutee, fill in the form attached to these rules (Form 1).

(3) Tutors' names and contacts are provided to tutees no later than October 15 of the current academic year, and subsequently (in early November) to those tutees who enrol in the third application term or on the basis of a decision of the commission competent for student affairs at the faculty and the University.

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(4) The competent departments/offices of the faculty submit a list of foreign students (enrolled students and students on exchange at the University) to the coordinator of teacher tutors at the faculty and to the coordinator of student tutors at the faculty before the beginning of the academic year, but no later than September 30.

(5) Names and contacts of tutees will be sent to student tutors no later than October 15 of the current academic year.

Article 6

The tutoring system at the University includes student tutoring and teacher tutoring.

2. STUDENT TUTORING

Article 7

(1) Student tutoring is a form of tutoring activity in which students advise their colleagues in resolving student, study and other issues at the faculty and University. A student tutor is a provider of student tutoring activity.

(2) Tutoring for foreign students is a form of student tutoring in which students help students from abroad (enrolled and exchange students) upon their arrival in Slovenia to adapt to the new environment.

(3) Tutors for students with special needs are determined by the faculty in accordance with the Rules on Students with Special Needs at the University of Primorska.

(4) The tutee can be a:

- student of undergraduate and master study programmes at the University,
- student on a study exchange at the University,
- student of doctoral study programmes, if they have the status of a student with special needs or if so decided by the competent faculty authority/commission.

Article 8

(1) The University publishes a call for student tutors at least once a year, by March 1 at the latest. On the basis of a substantiated proposal of one or more faculties, the University may publish an additional call by September 1 or have the call open for the entire academic year.

(2) The faculty selects students among the applicants in the call for student tutors. The selected students are appointed by the faculty senate no later than April 20. In the case of an additional call or open call, they are appointed usually at the next session of the faculty senate.

(3) The faculty must inform the University Tutoring Commission about the appointment of student tutors within five (5) working days of the appointment.

Article 9

(1) Candidates for student tutors must enclose with the application (Form 2) a motivation letter and any other attachments relevant to the tutor's role, determined by the faculty.

In the selection procedure, it is considered that the student tutor must, as a rule:

- know the structure and operation of the tutoring system and the University as a whole;
- be familiar with study and general student issues at the faculty and the University.

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(2) A candidate for tutor who wants to be a tutor to a foreign student states this in the application.

Article 10

(1) The tutoring mandate of student tutor lasts one (1) academic year.

(2) A tutor student who would like to re-perform their function has to apply in line with the call for student tutors for the following academic year. In this case the student can apply without any attachments.

(3) The tutoring mandate of a student tutor may be terminated prematurely at the student's own request, by loss of student status or by dismissal.

(4) The faculty senate is in charge of the dismissal of the tutoring mandate of a student tutor. The decision on dismissal is communicated to the University Tutoring Commission.

Article 11

The tasks of the student tutors are:

- training according to the student tutor training programme;
- acquainting tutees with legal and other acts of the faculty and the University which determine their rights and duties during their studies;
- acquainting tutees with individuals and working bodies at the faculty and the University which are responsible for solving study and other issues;
- advising tutees in finding help to overcome study problems;
- advising tutees on their involvement in extracurricular activities;
- keeping records of work with tutees;
- organizing introductory and counselling meetings with tutees;
- taking care of the promotion of studies, faculty and tutoring system at the University, being an example for other students;
- following the instructions of the coordinator of student tutors at the faculty;
- performing tasks as instructed by the coordinator of student tutors at the faculty and the coordinator of teacher tutors at the faculty;
- submitting a report on the work performed for the previous academic year to the coordinator of student tutors at the faculty, in accordance with Article 20 of these Rules.

Article 12

The tasks of a student tutor to a foreign student are, in addition to the tasks from Article 11, in particular:

- establishing contacts with a foreign student by e-mail before their arrival in Slovenia;
- assistance to students in administrative matters (obtaining a student card, purchasing food subsidies, registering temporary residence, obtaining a tax number, etc.);
- help with orientation at the faculty and, if necessary, counselling during studies at the University;
- assistance with integration into the environment.

Article 13

The tasks of a student tutor for a student with the status of a student with special needs in accordance with the Rules on Students with Special Needs at the University are, in addition to the tasks referred to in Article 11, in particular:

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- help with orientation at the faculty and, if necessary, counselling during studies at the University;
- assistance in integration into the environment;
- directing the tutee to the competent professional services and University staff trained to work with students with special needs.

Article 14

(1) If the tutee or student tutor realize their further participation is no longer possible, either of them may apply to replace the student tutor or tutee. The application is addressed to the coordinator of student tutors and the coordinator of teacher tutors at the faculty.

(2) The coordinator of student tutors and the coordinator of teacher tutors at the faculty have to make a joint decision on the application within fifteen (15) days of receiving the application and inform the student tutor and the tutee.

Article 15

(1) Following the invitation of the coordinator of teacher tutors, student tutors at the faculty propose among themselves the appointment of the coordinator of student tutors to the faculty senate.

(2) The mandate of the coordinator of student tutors lasts one (1) academic year and may be extended. The mandate may be terminated at the student's own request, with the loss of student status or dismissal. The coordinator of student tutors is dismissed by the faculty senate.

(3) The faculty must inform the University Tutoring Commission about the appointment and dismissal of the coordinator of student tutors within five (5) working days from the appointment or dismissal.

Article 16

(1) The tasks of the coordinator of student tutors at the faculty are:

- providing student tutors with tutees' names and contacts in accordance with Article 5 of these Rules;
- monitoring the implementation of student tutoring at the faculty;
- advising student tutors on their work at the faculty;
- resolving in cooperation with the faculty any problems or disputes that may arise in the framework of tutoring activities at the faculty;
- reporting to the coordinator of student tutors at the University on the implementation of student tutoring at the faculty in accordance with Article 20 of these Rules;
- reporting to the coordinator of teacher tutors at the faculty on the implementation of student tutoring.

(2) The coordinator of student tutors at the faculty cooperates with the coordinator of teacher tutors at the faculty.

Article 17

(1) The University Student Council proposes to the University Senate the appointment of a coordinator of student tutors at the University among the coordinators of student tutors at faculties.

(2) The mandate of the coordinator of student tutors at the University lasts one (1) academic year.

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(3) The mandate of the coordinator of student tutors at the University may be prematurely terminated at the student's own request, by loss of student status or by dismissal.

(4) The coordinator of student tutors at the University is dismissed by the University Senate on the proposal of the University Student Council.

Article 18

The tasks of the coordinator of student tutors at the University are to:

- follow the implementation of student tutoring at the University;
- direct the work of coordinators of student tutors of faculties;
- assist in resolving problems or disputes that may arise during the implementation of tutoring activities at the University;
- report to the University Tutoring Commission on the implementation of student tutoring;
- participate in the implementation of the call for new student tutors;
- participate at the introductory meeting for first-year students, where they present the tutoring system.

All tasks are carried out in cooperation with the coordinator of teacher tutors at the University.

Article 19

(1) The training of student tutors, the training of coordinators of student tutors and the implementation of tutoring activities at the faculty are evaluated as optional study content with additional ECTS credit points and are listed in the diploma supplement.

(2) A student tutor is evaluated with a maximum of 2 ECTS credits for one academic year; a student tutor for foreign students, a student tutor for students with special needs, the coordinator of student tutors at a faculty and the coordinator of student tutors at the University are evaluated with a maximum of 3 ECTS credit points for one academic year. Within the total time of study at an individual level of study, the implementation of a tutoring activity can be evaluated for a student tutor with a maximum of 6 ECTS credit points.

(3) At the end of the successfully completed tutoring work, the student tutor receives a certificate with a description of the completed work and obtained ECTS credit points (Form 3). The certificate is issued by the faculty; a sample certificate is attached to these Rules.

Article 20

(1) The student tutor keeps records of work performed on the Student tutor work report form, which is attached to these Rules (Form 4).

(2) The student tutor submits a report on their work as a tutor for the previous academic year no later than October 10 to the coordinator of student tutors at the faculty.

(3) The coordinator of student tutors at the faculty submits reports on the work of tutors to the coordinator of teacher tutors at the faculty no later than October 15.

(4) The coordinator of teacher tutors at the faculty reviews the reports on the work of student tutors and for each tutor proposes to the competent commission of the faculty the allocation of ECTS credit points in accordance with Article 26 of these Rules.

(5) The competent commission of the faculty decides on the allocation of ECTS credit points to the student tutor for the completed tutoring.

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3. TEACHER TUTORING

Article 21

(1) Teacher tutoring is a form of tutoring activity in which higher education teachers and associates advise students on issues related to their studies. A teacher tutor is a teacher tutoring provider.

(2) Teacher tutoring can be organized as personal tutoring, as tutoring for individual areas or as a combination of both. This is decided by the coordinator of teacher tutors at the faculty.

(3) Personal tutoring is a manner of tutoring work in which the teacher tutor is assigned a group of tutees to advise them on study and other issues they encounter while studying at the University. The teacher tutor can advise assigned tutees during speaking hours, via e-mail and/or via the e-classroom.

(4) Tutoring, organized by fields, is a manner of tutoring work in which the tutor is a teacher in their department or advises students in the field of study or other issues, such as:

- elective courses and conditions for completing studies according to a specific programme;
- selection of a suitable mentor for the diploma thesis;
- conditions for promotion to a higher year, conditions for transition between different study fields/programmes;
- recognition of obligations performed on a study exchange abroad;
- specific issues faced by foreign students;
- specific issues faced by part-time students;
- specific issues faced by students with special status.

Article 22

(1) A teacher tutor at the University can be any higher education teacher or higher education associate employed at the University. A teacher tutor, at their own request, can also be a young researcher.

(2) Teachers are appointed by the faculty senate for individual groups of tutees, for individual fields of study and/or other sets of questions.

(3) The mandate of a teacher tutor lasts two (2) academic years, with the possibility of reappointment.

(4) The faculty senate may dismiss the teacher tutor before the expiration of the term for which they were appointed, if they so request, if their contract of employment at the University is terminated or at the reasoned proposal of the dean.

(5) The faculty must inform the University Tutoring Commission about the appointment and dismissal of teacher tutors within five (5) working days of their appointment or dismissal.

Article 23

If the tutee or teacher tutor realize that their further participation is no longer possible, either of them may apply to replace the teacher tutor or tutee. The application is addressed to the coordinator of teacher tutors at the faculty, who decides within fifteen (15) days and informs the teacher tutor and the tutee.

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Article 24

(1) The scope of work within the framework of teacher tutoring is evaluated in accordance with the rules of the faculty and the rules for the evaluation of pedagogical and research work at the University.

(2) The work of the teacher tutor is considered in the procedures for appointment to teaching, research and associate positions in accordance with the Criteria for appointment to teaching, research and associate positions at the University.

(3) The teacher tutor must submit a report on the work done to the coordinator of teacher tutors of the faculty by September 30. The report form is an annex to these rules (Form 5).

Article 25

(1) The coordinator of teacher tutors at the faculty is appointed by the faculty senate at the proposal of the teacher tutors.

(2) The mandate of the coordinator of teacher tutors at the faculty lasts two (2) academic years, with the possibility of reappointment.

(3) The mandate of the coordinator of teacher tutors at the faculty may be terminated prematurely, at their own request, by terminating the University employment contract or at the reasoned proposal of the dean. The coordinator of teacher tutors is dismissed by the faculty senate.

(4) The faculty must inform the University Tutoring Commission about the appointment and dismissal of the coordinator of teacher tutors at the faculty within five (5) working days from the appointment or dismissal.

Article 26

(1) The tasks of the coordinator of teacher tutors at the faculty are as follows:

- participating at the introductory meeting for first-year students, where they present the operation of the tutoring system;
- participating in the preparation of the call for student tutors at the faculty;
- proposing the appointment of candidates for teacher tutors to the faculty senate;
- arranging the grouping of tutors and tutees at the faculty;
- participating in the preparation of education on the tutoring system at the faculty;
- inviting teacher tutors at the faculty to submit an annual report on their work;
- monitoring and evaluating the work of teacher tutors;
- reviewing the reports of student tutors in cooperation with the coordinator of student tutors at the faculty;
- calling a meeting with senior year tutees in the first week of the academic year, at which they acquaint them with the operation of the tutoring system in the senior years;
- advising on teacher tutors' work at the faculty;
- cooperating with the faculty in resolving any problems or disputes that may arise in the field of tutoring;
- organizing other activities (consultations, round tables, seminars, etc.) related to the work of tutors or the development of the tutoring system;
- encouraging cooperation and involvement among students and among students, professors and other staff at the faculty.

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(2) The coordinator of teacher tutors at the faculty works with the coordinator of student tutors at the faculty.

Article 27

(1) The Rector of the University, in agreement with the University Student Council, proposes to the University Senate one of the teacher tutors to be appointed as a coordinator of teacher tutors at the university level.

(2) The mandate of the coordinator of teacher tutors at the University lasts two (2) academic years, with the possibility of reappointment.

(3) The mandate of the coordinator of teacher tutors at the University may be terminated at their own request, by terminating the University employment contract or by dismissal.

(4) The coordinator of teacher tutors at the University level is dismissed by the University Senate on the proposal of the Rector of the University in agreement with the University Student Council.

Article 28

The tasks of the coordinator of teacher tutors at the University are to:

- monitor the implementation of teacher and student tutoring at the University;
- advise the faculty coordinators of teacher tutors;
- cooperate with the management of the University in resolving any problems or disputes that may arise within the operation of the tutoring system at the University;
- report to the University Tutoring Commission on the implementation of teacher tutoring at the University.

All the tasks are carried out in cooperation with the coordinator of student tutors at the University.

4. TUTOR TRAININGS

Article 29

(1) Teacher tutors and student tutors are trained for their work on trainings organized by the University Tutoring Commission in cooperation with the competent department/office of the University Rectorate. These are:

- introductory seminar on tutoring for student tutors;
- introductory seminar on tutoring for teacher tutors;
- other training seminars for tutoring work;
- seminars on working with students with special needs.

(2) Introductory training for tutors for the next academic year is organized in May of the current academic year.

(3) Participation in introductory tutoring training is mandatory for newly appointed tutors.

(4) The aim of training for teacher tutors is to acquire relevant general and specific knowledge and skills for working with tutees.

(5) The objectives of the training of student tutors are to:

- get acquainted with the legal and other acts of the University, which determine the rights and duties of students;

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- get acquainted with study programmes, conditions for advancement and conditions of transition between study programmes;
- know how to plan work with tutees;
- acquire the basics of small group leadership skills;
- learn to develop communication skills for working with tutees;
- get trained to work with foreign students.

5. EVALUATION

Article 30

(1) During the regular student survey, which is conducted in accordance with the Rules on the Student Survey at the University of Primorska, students give an opinion on getting acquainted with the tutoring system.

(2) Tutees complete a survey on the work of teacher tutors. The results of the survey are discussed by the faculty management in cooperation with the coordinator of the teacher tutors at the faculty. The results of the survey are presented to the coordinator of teacher tutors at the University level, who reports on them to the University Tutoring Commission. In the case of poor grades, the dean of the faculty may propose to the faculty senate the dismissal of the teacher tutor in accordance with point 4 of Article 22.

(3) Tutees complete a survey on the work of student tutors. The results of the survey are discussed by the coordinator of student tutors at the faculty in cooperation with the coordinator of student tutors at the University level, who reports on them to the University Tutoring Commission.

6. TUTORING COMMISSION

Article 31

(1) The University Tutoring Commission is a working body of the University Senate, which has eight (8) members and operates under the auspices of the competent department/office of the University Rectorate.

(2) Appointment of members and operation of the University Tutoring Commission is determined by the Decision on the establishment of the University Tutoring Commission; the commission operates in accordance with the Rules of Procedure of the University Tutoring Commission.

(3) Coordinators of teacher tutors and coordinators of student tutors at faculties can also be invited to the University Tutoring Commission's meetings.

7. FINAL PROVISIONS

Article 32

(1) On the date of entry into force of these Rules, the provisions of the Rules on the tutoring system at the University of Primorska No. 002-17/16, adopted at the 12th regular session of the University of Primorska on 26 October 2016 shall expire.

(2) University faculties shall align their internal legal acts regulating the field of the tutoring system no later than within three (3) months from the entry into force of these Rules.

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(3) These Rules shall enter into force on the 15th day after their publication on the University website.

Prof. Klavdija Kutnar, PhD
Rector of the University of Primorska

No.: 002-4/22

In Koper, March 23, 2022

Publication on the website www.upr.si on March 24, 2022

Attachments:

- Form 1: Student application for tutor's help;
- Form 2: Application form for becoming a tutor;
- Form 3: Certificate of tutoring work;
- Form 4: Student tutor work report;
- Form 5: Teacher tutor work report.