



APPROVED
on August 30, 2013

RISEBA Rector Irina Senņikova

RISEBA GROUP TUTOR'S WORK Temporary Procedure

1. **Objective:** To provide students with support during their studies, helping to make the study environment at RISEBA more friendly to students.
2. **Group tutor:** A faculty member, member of the administrative staff or the Student Council, who undertakes responsibility/custodianship of a student group, creating a favourable environment for studies and consolidating bonding within the group.
3. **Areas of group tutor's activity:**
 - using face-to-face meetings with a group in general or individually, to help the student group or a student to resolve various issues related to studies;
 - to help creating a united group; to foster RISEBA traditions in order to strengthen the connection to the university also after graduation (Alumni);
 - to explain and help students to participate in the scientific and creative work of students, in the activities of the Creative Business Incubator, etc.;
 - to recommend solutions to students with regard to individual issues of concern (places of internship, discounts for studies, study debts, difficulties in paying tuition fee, etc.);
 - cooperating with the senior of a group, the Programme Director and the Programme Administrator, to help to settle conflict situations within the group;
 - if necessary, to fulfil the mediator's functions between a student and the Programme Director or Administrator;
 - to inform students in more detail about the events organised by the university and promote the participation of a group/course therein;
 - to organise and participate in team-building events of the study course (e.g., sports events, excursions to companies, etc.);
 - to recommend students from the group for awarding, participating in foreign student exchange programmes, expressing gratitude thereto at the graduation, etc.
4. **Procedure for approval of group tutors and their work:**

By the beginning of the academic year, involvement in group tutor's work is offered to all RISEBA academic and administrative staff members, as well as the Student Council.

Heads of Departments agree on candidates for tutors of their supervised student groups and propose them for the approval of the general list of group tutors to the Vice Rector for Academic Affairs.

Lists of group tutors are submitted by:

- Head of the Architecture Department — for the student groups of the Programme in Architecture;
- Head of the Audiovisual Media Arts Department — for the student groups of the Programme in Audiovisual Media Arts;

- Head of the Business Department — for all student groups of the Programme in Business, attracting the faculty members of the Language Centre, ITM Centre and the Economics and Finance Department;
- Head of the Economics and Finance Department — for the groups of students of the International Finance Programme;
- Head of the Communication Department — for the student groups of the Programmes in Public Relations and Advertising Management and in Public Relations Management;
- In academic year 2013/2014, group tutors might not be involved for the student groups of the respective last years of Bachelor's and Master's Programmes.

Staff members undertake group tutor's work pro bono.

However, in order to motivate for fulfilling this duty to the best of abilities, the administration has the right grant up to 3 additional days of paid leave to an in-house employee per an academic year.

Proposals to the Rector on the granting of additional days of leave are submitted by Heads of Departments following negotiations with the group tutor and the assessment of the report on his/her work at the end of the academic year. The Rector decides individually on the motivation of group tutors of the Student Council.

Vice Rector for Academic Affairs
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