RISEBA GROUP TUTOR'S WORK PROCEDURE

1. **Objective:** To provide support to full-time, part-time and distance learning students, helping them to adapt to the study process and developing mutual cooperation.

2. **Group tutor:** A faculty member, member of the administrative staff (hereinafter referred to as the 'Staff'), 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:**
   3.1. regular meetings with students — at least once a semester;
   3.2. 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;
   3.3. to help creating a united group; to foster RISEBA traditions in order to strengthen the connection to the university also after graduation (Alumni);
   3.4. to explain and help students to participate in the scientific and creative work of students, in the activities of the Creative Business Incubator, etc.;
   3.5. 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.);
   3.6. cooperating with the senior of a group, the Programme Director and the Programme Administrator, to help to settle conflict situations within the group;
   3.7. if necessary, to fulfil the mediator's functions between a student and the Programme Director or Administrator;
   3.8. to inform students in more detail about the events organised by the university and promote the participation of a group/course therein;
   3.9. to organise ad participate in team-building events of the study course (e.g., sports events, excursions to companies, etc.);
   3.10. 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:**

   4.1. By the beginning of an academic year, all RISEBA Staff members are offered to participate in the group tutor's work.
   4.2. The Programme Director recommends group tutors from the Staff List, agreeing with a potential group tutor. The Head of Department approves the group tutor selected by the Programme Director.
   4.3. By 15 October (for summer admission) and 15 March (for winter admission) of every year, the Study Quality Centre summarises data from the Heads of Departments about current group tutors and student groups entrusted thereto.

4.4. The Vice Rector for Academic Affairs organises a meeting once a year (in the last week of June) with Programme Directors and Heads of Departments to identify necessary changes in the group tutors' work procedure.

4.5. The group tutor submits his/her activity report for coordination to the Programme Director, who agrees it and submits to the Head of Department.

4.6. 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.

4.7. Proposals to the Rector on the granting of additional days of leave are submitted by the Head of Department following negotiations with the group tutor and the assessment of the report on his/her work at the end of the academic year.

Annex:
- Contact Information Form
- Report on Group Tutor's Work

Study programme	Study level	Study form	Year	Language	Study type	Group code	Student group leader	Student group leader's e-mail	Student group leader's phone	Student group's joint e-mail	Group Tutor's name	Group Tutor's e-mail	Group Tutor's phone
Study programme title	Bachelor / Master	Full-time / part-time			Day / evening/ distance learning								

REPORT ON GROUP TUTOR'S WORK

*in Academic Year 202_/202_*

I have been a Group Tutor for the group/-s of the following study programme/-s:

No.	Programme title	Study type/form	strand	year
1.				
2.				
3.				
…	…	…	…	

Activities/events completed:

Date	Activity/event description	Study programme/course
…	…	

Group Tutor's self-assessment

No.	Criterion	Points
1.	Organised or cooperated (and participated him-/herself) in team building events, including out-of-school events	
2.	Helped in resolving problematic issues between the students and the university (programme director, study administrators, bookkeeping department, loan specialist, etc.)	
3.	Conducted regular meetings with the group, inter alia, provided support, heard out, recommended solutions (in resolving private issues, settling conflicts between students, etc.)	
4.	Informed and encouraged students to participate in events organised by the university (including the Student Council)	
	Total:	

Decision by the Head of Department on the number of assigned points:

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Date ....

Head of Department: _____