TUTOR STATUS

of the University of Security Management in Košice

Art. 1

Tutor mission

The tutor helps entrusted students in adaptation in the study process. Experienced teachers who have enough skills to help students are appointed as tutors. They guide and explain what university studies consist of, what the student's rights and obligations are, but also where the classrooms, academic library, school department, rectorate, bursar , presidium of the school, etc. are located. The tutor accompanies not only freshmen through their studies. He is also assigned to students of higher years, and students look to him for help with several study and individual problems. The assigned tutor accompanies the student through the educational process from enrollment in the first year to graduation . The tutor makes sure that the student does not lose motivation and understands what he wants to gain by studying at the school in general and to know how to apply in the field he has graduated. In general, the tutor's mission includes many duties, which are often performed individually, to achieve the educational goals of a particular student. The tutor acts as a spokesperson for the school and the student, he is a teacher himself. It also helps teachers to find the best approach in solving discrepancies.

Art. 2.

Appointments and powers of the tutor

The study department forwards the lists of learning groups to the vice-chancellor for education. He creates a proposal for the appointment of teachers as tutors and submits it to the rector. The rector appoints a tutor for each study group for a given academic year, as a rule at the beginning of it. The tutor is methodologically subordinate to the vice-rector for education. After their appointment, the vice-rector for education assigns tutors the task of preparing the schedule of work and meetings with the study group. The control activity over the observed schedule is carried out by the study department. During the academic year, the tutor of the study group submits a report on the current status of activities in the assigned study group to the vice-rector for education. The tutor submits a report regularly once a month, within 3 days after the end of the month in the academic year. The report submits these reports on an ongoing basis, or more often as needed, including a proposal for resolving discrepancies.

Art. 3.

Tasks and duties of the tutor

The tutor's roles and responsibilities are as follows:

- Lead an assigned study group.
- Devote the necessary time to personal communication with students.
- Use your personal experience to choose solutions to discrepancies.
- Consult with students about changes in the teaching process.
- Solve organizational matters with institute directors.
- Discuss relevant results evaluations and study goals with VCs.
- Help with the preparation of assignments for semester and final papers.
- Help with exam preparation for the study group.
- Motivate students for the best results.
- Inform students and the surrounding area about the results achieved.

Art. 4.

Tutor rights

The tutor's rights are as follows:

- Ask the management of the relevant institute for personnel and material help and support.
- Solve all problems with the lecturer of the subject and the relevant vice-rector.
- Solve all administrative problems with school employees.
- Discuss relevant results evaluations and study goals with VC.
- Comment on issues of remuneration and disciplinary proceedings against students.
- Make a proposal to the Vice-Chancellor to discuss the inappropriate behavior of students.

Art. 5.

Final provision

This statute becomes valid and effective on the day of its issuance.

In Košice, on May 27, 2021

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