



Regulation on the tutorial system at AAB University

Article 1

This regulation regulates the working system of the tutors within AAB University.

Article 2

The intention of the tutorial system is to create possibilities for:

- a) The direct contact between the students and professors
- b) The integration of the student within the University
- c) The creation of a certain atmosphere to achieve higher success in learning.

Article 3

The tutorial work can be done by the professors as well as by the students.

Article 4

Each regular or irregular student can be tutor but he must be at least in the second year of bachelor study and should have an average mark of over 9.0 and he should apply for that position.

Article 5

The mandate of the tutor student lasts one year and can be rerun.

Article 6

The intention of the tutor students is as follows:

- a) He must inform his students about all legal and other aspects especially about the rights and rules of the students.
- b) He must help them in solving problems within the educational process
- c) He must report about the work of the respective students.

Article 7

The tutor student is obliged to report the tutorial Commission about his work and the results he achieved.

The report must be prepared in writing and if the occasion arises also verbally.

Article 8

Each engaged teacher within AAB University can be tutor professor.

Article 9

The mandate of the tutor professor lasts from the first semester until the end of the studies of the respective students.

Article 10

The aim of the tutor professors is to communicate directly or via email with their students, to inform them in every aspect but especially about certain programs.

Article 11

The tutor professor is obliged to report the Commission of the tutors about his work and the results he achieved.

Article 12

The process of the tutors at AAB University is organized by the tutorial Commission.

Article 13

The intention of this Commission is as follows:

- a) In cooperation with the deans of the faculties, the Commission presents each year the number of the tutor professors and teachers;
- b) To organize professional preparation of the tutor professors and students;
- c) The Commission reports the Rector of the University about the activities at the beginning and end of each semester.

Article 14

The Rector of the University must inform regularly the senate about the activities of the tutorial Commission and the tutorial system in general.

Article 15

The tutor student gets a certification about his activity within the tutorial system at the end of each academic year. The certification is also a part of the diploma of the University if the tutorial Commission estimates the student as a successful tutor.

Article 16

The tutor professors and students have to be stimulated for their activity. The financial part is regulated by another regulation.

Article 17

The tutorial Commission consists of the following member:

The dean of each faculty

The Vice Rector for students and

The head of the office for quality assurance

Article 18

The Commission elects his head among its members.

Article 19

The tutorial Commission reports the Rector about its work of the University, at least at the beginning and the end of each semester.

Article 20

The Commission makes its decisions by majority of votes of present members of the Commission.