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On the basis of the Article 32 article of the statute of the Faculty of information studies in Novo mesto (The Official Gazette of the Republic of Slovenia No. 117/2008, 56/2012, 75/2013, 25/2014, 72/2014, 28/2015 in 51/21), the Senate of the Faculty of Information Studies in Novo Mesto adopted the Rules on 29th January 2016 and amended them on 28th July 2017, 29th November 2021 and 16th December 2022 the following:

RULES ON TUTORING

I. GENERAL PROVISIONS

Article 1

These rules govern organisation and operation of tutoring at the Faculty of Information Studies in Novo mesto (hereinafter the faculty).

Article 2

Tutoring is a systematic provision of assistance to tutorands or recipients of tutoring help in their study and their academic development.

The purpose of the tutoring system is:

- to offer support to tutorands during their study,
- to offer support for an intellectual growth and personal progress of tutorands,
- to offer support for their integration into scientific and research activities as well as professional activities of the faculty,
- to increase the transition of tutorands into a senior year,
- to offer consultation to tutorands at designing a selective part of their coursework,
- to organize and offer assistance in the study of individual subjects or at the professional practical training course, and
- to encourage tutorands to participate in extracurricular activities.

A tutor shall protect the confidentiality of any information that a tutorand has entrusted him, unless a tutorand explicitly allows spreading the information to the third person or he is forced to include individuals, services or institutions for the appropriate assistance.

II. PARTICIPANTS IN THE TUTORING SYSTEM AND THEIR TASKS

Article 3

Participants of the tutoring system are:

- the Vice Dean responsible for the implementation of tutoring

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- the president of the students' council,
- the head of the department,
- the tutoring coordinator,
- a tutor, who is a higher-education teacher providing the tutoring, and
- a tutee, the recipient of the tutoring support, who can be every student of the faculty.

THE VICE DEAN RESPONSIBLE FOR TUTORING

Article 4

The Vice Dean of education is responsible for the implementation of tutoring.

The duties of the Vice Dean responsible for tutoring are as follows:

- to provide the conditions for an uninterrupted implementation of the tutoring system,
- to monitor annual reports on tutoring,
- to prepare an annual tutoring report for the Tutor's Assembly,
- to take initiatives to the management in order to improve and upgrade the tutoring system,
- to organise expert support for the development of the tutoring system,
- to advise tutors on their work, and
- to chair the Tutors' Assembly.

THE TUTORING COORDINATOR

Article 5

The tutoring coordinator is responsible for the administrative support of the tutoring service.

The tutoring coordinator is an employee responsible for the tasks and activities of the Faculty's Career Centre. The coordinator's tasks are mainly:

- to offer an administrative support for tutoring,
- to monitor annual reports of tutors and help to create a single tutor's report,
- to organise training courses and consultations for tutors,
- to participate in organising tutees to be assigned to individual tutors,
- to participate in the preparation of the annual report on the implementation of tutoring to the Senate,
- other assignments directed by the Vice Dean responsible for providing tutoring.

THE TUTORS' ASSEMBLY

Article 6

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The Tutors' Assembly consists of the Vice Dean responsible for tutoring, the president of the Students' Council, the head of the department, a tutoring coordinator and all the tutors.

The Tutors' Assembly is a consultative body whose core task is to provide a quality tutoring. The Tutors' Assembly should be convened at least once a year by the Vice Dean responsible for tutoring, presumably at the end of the summer semester.

The tasks of the Tutors' Assembly are:

- to adopt the annual report on tutoring,
- to address typical problems in the implementation of tutoring and to make proposals to remedy them, and
- to exchange experiences of good and bad practices of tutoring.

A TUTOR

Article 7

A tutor is a higher-education teacher who is a member of the academic staff.

Tutor's tasks during the current academic year are:

- to carry out tutoring sessions conscientiously and professionally, which implies that a tutor shall carry out 3 contact hours in person or online,
- to monitor tutorands actively and encourage them at their studies and personal progress,
- to keep records of tutoring work with tutorands,
- to present an annual report on his work that contains at least a description of the progress of the tutorands (passed exams, participations in projects, papers submitted, participation in popular science events...) and the number of completed live or online tutoring sessions; the report shall have a record of the tutoring sessions signed by the tutor attached,
- to participate actively in the Tutors' Assembly by contributing their own experience in tutoring, and
- to take part in a continuous education and training in tutoring to improve the quality of their work.

A tutor guides his tutorands through the whole study process from the appointment to the confirmation of the choice of a tutor for the final thesis. If a student repeats a year, is on a gap year or is a graduate and does not yet have a tutor for the final thesis, he is not eligible for regular tutoring sessions. However, if there is the need for a tutor, the student may exceptionally arrange a tutoring session with a tutor.

III. SELECTION OF A TUTOR

Article 8

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By 15th November of the current academic year, students may propose a list of tutors they would like to work with in order of preference on a special form. The tutoring coordinator, in cooperation with the FIS Students' Council, the president of the Students' Council and the Vice Dean responsible for tutoring, prepares a list of tutorands being assigned to each tutor.

If a student does not select tutors he would like to work with in a particular order by 15th November in the current academic year, he may select a tutor at a later date by expressing his preference to the Tutoring Coordinator who will check the availability of the proposed tutor. In case the selected tutor has filled the tutoring quota or there are other valid reasons for not being able to work with the student, the student will be offered another tutor who is still available.

IV. FORMS OF TUTORING

Article 9

The tutoring system is structured in different forms:

- Tutoring,
- Tutoring for students with special needs, and
- Tutoring for foreign students.

Tutoring is a form of regular work.

Tutoring for students with special needs and tutoring for foreign students are carried out on an as-needed basis.

TUTORING

Article 10

Tutoring is a form of educational work in which tutors systematically provide assistance to tutored students in their studies, with the aim of optimising their intellectual development.

Article 11

The faculty organises in-house training for a successful implementation of tutoring.

Article 12

The Vice Dean responsible for tutoring organizes the placements of tutorands for each tutor, in accordance with the terms of Article 8, paragraph 2, of these Rules.

The procedure for assigning tutorands to tutors is:

- The Student's Affairs Office submits the list of students first enrolled at

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the Faculty to the Students' Vice Dean no later than by 2nd November for the current academic year.

- The Tutoring Coordinator is responsible for ensuring that a special form mentioned in Article 8, paragraph 1 of these Rules is distributed to students enrolled at the faculty for the first time within three working days.
- Students are obligated to complete the forms no later than by 15th November of the current academic year.
- On the basis of the completed forms the Students' Vice Dean, with the assistance of the Tutoring Coordinator, suggests potential tutors in order of preference for each tutorand no later than within seven days. In this process, the President of the Students' Council, with the assistance of the Tutoring Coordinator, shall take into consideration the maximum number of tutorands that may be assigned to a tutor, which shall normally be no more than ten (10). The President of the Students' Council, with the help of the Tutoring Coordinator, shall take the following criteria into account:
 1. a tutor usually has students of different study years in his tutoring group, as well as
 2. of different gender, and
 3. of variable academic results.
- The Vice Dean responsible for tutoring makes the final decision on the placement of tutorands within seven days after receiving the recommendation by the President of the Students' Council.

In case where the tutor or the tutorand realise that the cooperation between them is not successful, they should apply to the Vice Dean for Education for a substitute.

Article 13

The starting points for tutoring lessons are:

- the first tutoring session is held by a tutor no later than by 20th December for the current academic year,
- an individual tutoring lesson usually lasts between 30 and 60 minutes,
- the tutorand is allowed three or more regular one-to-one meetings with the tutor during a current academic year, or an equivalent number of meetings (3x from 30 to 60 minutes), in urgent cases, the tutor and tutorand can meet for an extra tutoring session,
- a tutor keeps a record of tutoring sessions which must be signed by a tutorand at the end of the session.

Article 14

Tutoring is an internal part of the tutors' work obligations at the Faculty.

TUTORING FOR STUDENTS WITH SPECIAL NEEDS

Article 15

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Tutoring for students with special needs is a form of support for students who have the status of a student with disabilities.

The tutor counsels the student with special needs within the capabilities that will allow him to adapt quickly and integrate successfully into academic work and student's life.

The tasks of a tutor for students with disabilities include:

- counselling to help students with special needs to adapt their studies to the most suitable methods, and
- timely orientation of students with special needs to appropriate professional counselling services to resolve problems that may arise in the course of their studies.

TUTORING FOR FOREIGN STUDENTS

Article 16

Tutoring for foreign students is a form of support for foreign students who are not citizens of the Republic of Slovenia or they are study exchange participants at the Faculty. Tutoring for foreign students aims to help tutorands overcome cultural differences and get used to a new environment. The tasks of a tutor for foreign students are in particular:

- to give advice on administrative issues, and
- to help students integrate into students' life.

IV. EVALUATING AND REWARDING TUTORING

Article 17

Tutors' work is evaluated on the basis of annual tutors' reports.

Tutors are rewarded in accordance with the rate of fees for the evaluation of under-author work and sub-contract agreements at the Faculty.

Article 18

These Rules shall enter into force on the day after their adoption by the Senate and shall be published in the Higher Education Information System and on the website of the Faculty.

Dean and President of the FIS Senate
prof. dr. Matej Makarovič,

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Version	Date of issue	Description of amendments
01	29 th January 2016	Initial edition
02	28 th July 2017	<p>In Article 3, the participants in the student tutoring system shall include the Vice Dean and the head of the department.</p> <p>In Article 6(1), the Vice Dean and the Heads of the Departments shall be added to the structure of the Tutors' Assembly.</p> <p>In the fourth paragraph of the second sentence of Article 7, the following shall be added: "The report shall have a record of the tutoring sessions signed by the tutor attached."</p> <p>Article 12(2) shall be amended as follows: "The procedure for assigning tutorands to tutors is:</p> <ul style="list-style-type: none"> – The Student's Affairs Office submits the list of students first enrolled at the Faculty to the Students' Vice Dean no later than by 2nd November for the current academic year. – The Tutoring Coordinator is responsible for ensuring that a special form mentioned in Article 8, paragraph 1 of these Rules is distributed to students enrolled at the faculty for the first time within three working days. – Students are obligated to complete the forms no later than by 15th November of the current academic year. – On the basis of the completed forms the Students' Vice Dean, with the assistance of the Tutoring Coordinator, suggests potential tutors in order of preference for each tutorand no later than within seven days. In doing so, the President of the Students' Council, with the assistance of the Tutoring Coordinator, shall take into consideration the maximum number of tutorands that may be assigned to a tutor, which shall normally be no more than ten (10). The President of the Students' Council, with the help of the Tutoring Coordinator, shall take the following criteria into account: <ul style="list-style-type: none"> 4. a tutor usually has students of different study years in his tutoring group, as

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		<p>well as</p> <ol style="list-style-type: none"> 5. of different gender, and 6. of variable academic results. <ul style="list-style-type: none"> – The Vice Dean responsible for tutoring makes the final decision on the placement of tutorands within seven days after receiving the recommendation by the President of the Students' Council." <p>Article 13(6) is amended to read as follows: "during the first tutoring session, the tutor shall ask the tutorand questions from a standardised structured interview questionnaire."</p> <p>The second sentence of Article 17 is amended to read as follows: "Tutors are rewarded in accordance with the rate of fees for the evaluation of under- author work and sub-contract agreements at the Faculty."</p> <p>Article 18 is amended to read as follows: "These Rules shall enter into Force on the day after their adoption by the Senate and shall be published in the Higher Education Information System and on the website of the Faculty. "</p>
03	29 th November 2021	<p>In Article 5, the first sentence of the second paragraph is amended to read as follows: "The tutoring coordinator is an employee responsible for the tasks and activities of the Faculty's Career Centre."</p> <p>Article 13 is amended to read as follows: "The starting points for tutoring lessons are:</p> <ul style="list-style-type: none"> – the first tutoring session is held by a tutor no later than by 20th December for the current academic year, – an individual tutoring lesson usually lasts between 30 and 60 minutes, – the tutorand is allowed three or more regular one-to-one meetings with the tutor during a current academic year, or an equivalent number of meetings (3x from 30 to 60 minutes), in urgent cases, the tutor and tutorand can meet for an extra tutoring session, – a tutor keeps a record of tutoring sessions which must be signed by a tutorand at the end of the session.

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		<p>Article 15(3) is amended to read as follows: "The tasks of a tutor for students with disabilities include:</p> <ul style="list-style-type: none"> - counselling to help students with special needs to adapt their studies to the most suitable methods, and - timely orientation of students with special needs to appropriate professional counselling services to resolve problems that may arise in the course of their studies." <p>Article 16(2) is amended to read as follows: "The tasks of a tutor for foreign students are in particular:</p> <ul style="list-style-type: none"> – to give advice on administrative issues, and – to help students integrate into students' life."
04	17 th December 2022	<p>Article 3, indent 6, is amended to read as follows: -the President of the Students' Council, -the Head of the Department.</p> <p>Article 4(2), third indent, is amended to read as follows: "to prepare an annual tutoring report for the Tutor's Assembly."</p> <p>Article 6(1) is amended to read as follows: "The Tutors' Assembly consists of the Vice Dean responsible for tutoring, the president of the Students' Council, the head of the department, a tutoring coordinator and all the tutors."</p> <p>Article 7, indent 2 (1) and (4) are amended to read as follows:</p> <ul style="list-style-type: none"> – "to carry out tutoring sessions conscientiously and professionally, which implies that a tutor shall carry out 3 contact hours in person or online, – to present an annual report on his work that contains at least a description of the progress of the tutorands (passed exams, participations in projects, papers submitted, participation in popular science events...) and the number of completed live or online tutoring sessions; the report shall have a record of the tutoring sessions signed by the tutor attached." <p>Article 7, indent 3 is amended to read as follows: "A tutor guides his tutorands through the whole study process from the appointment to the confirmation of the choice of a tutor for the final thesis. If a student repeats a year, is on a gap year or is a graduate and does not yet have a tutor for the final thesis, he is not eligible for regular tutoring sessions."</p>

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		<p>However, if there is the need for a tutor, the student may exceptionally arrange a tutoring session with a tutor."</p> <p>Article 8(2) and (3) shall be amended to read as follows:</p> <p>"The tutoring coordinator, in cooperation with the FIS Students' Council, the president of the Students' Council and the Vice Dean responsible for tutoring, prepares a list of tutorands being assigned to each tutor.</p> <p>If a student does not select tutors he would like to work with in a particular order by 15th November in the current academic year, he may select a tutor at a later date by expressing his preference to the Tutoring Coordinator who will check the availability of the proposed tutor. In case the selected tutor has filled the tutoring quota or there are other valid reasons for not being able to work with the student, the student will be offered another tutor who is still available."</p> <p>The 2nd and 3rd sentences of indent 4 as well as indent 5 of Article 12 are amended to read as follows:</p> <ul style="list-style-type: none"> – "In this process, the President of the Students' Council, with the assistance of the Tutoring Coordinator, shall take into consideration the maximum number of tutorands that may be assigned to a tutor, which shall normally be no more than ten (10). The President of the Students' Council, with the help of the Tutoring Coordinator, shall take the following criteria into account: – The Vice Dean responsible for tutoring makes the final decision on the placement of tutorands within seven days after receiving the recommendation by the President of the Students' Council." <p>Article 13, indents 2 and 3 are amended to read as follows:</p> <ul style="list-style-type: none"> – "an individual tutoring lesson usually lasts between 30 and 60 minutes, – the tutorand is allowed three or more regular one-to-one meetings with the tutor during a current academic year, or an equivalent number of meetings (3x from 30 to 60 minutes)."
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Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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