

REGULATION ABOUT TUTORIAL SYSTEM NR. 079/2015

Dr. Lulzim Tafa, The Rector Prishtinë, 05.01.2015

This regulation aims to regulate the work of the Tutoring System at AAB College.

Section 2

The purpose of the tutorial system is to create conditions for:

- a) The Establishment of a direct line of student and professor;
- b) The integration of student in the institution
- c) c) Creating the climate for higher achievements of students and enhancing the quality of teaching quality;
- d) The reporting of all complaints, suggestions and praise of students by student tutor;
- e) e) The contribution of each student in the development and improvement of the institution;
- f) The representation of the voice of students management and giving opportunities for students to actively participate in the development of the institution;
- g) g) The contribution of creating a better academic quality in cooperation with the Quality Assurance Office;
- h) h) The establishing of responsibility and the best accountability of professors, Deanery and others in relation to the student, administrative and logistical staff, and management.

Section 3

The tutorial activity shall be headed by a professor and a student.

Section 4

Tutor can be each student regular or irregular (part time), who at a minimum is enrolled in the second academic year and has average grade nine (9.0) and has applied for selection by the tutoring Commission.

Section 5

The student tutor Selection Committee consists of the Manager Quality Assurance Office, Students' Financial Vice-Rector, the Dean and a Professor. The Professor can propose a student for tutor student if he/she meets the conditions laid down in Article 4. The meetings of Tutor Committee are led by for Quality Assurance Management Office. In case of a tie, the Quality Assurance Management Office's vote counts as two votes. Thereby the composition of the Tutoring Commission is as follows:

- Quality Assurance Manager Office
- Students and Financial Pro-Rector
- Dean of Faculty
- A professor

The mandate of the student tutor lasts with possibility of renewal. The mandate may last at the latest until completion of studies of the student tutor.

Section 7

The purpose of student tutor is as follows:

a) Students who are led (supervised) by student tutor should be informed about all legal aspects and other aspects and in particular about the rights and duties of the student;

b) Student tutor should advise students in overcoming difficulties in the academic process;

c) Maintain data on work with supervised students;

d) To identify problems, difficulties or good works that students are experiencing during the academic process;

e) To prepare a report semester - at the end of each semester - where all the difficulties are highlighted , students' suggestions and praises for professors, assistants and organization of subjects, and administrative organization including student services;

f) In progress to make recommendations for improvements in the academic process and be an active part of the positive developments at the university;

g) To be a starting point for different organizations in academic context, such as: additional lectures, academic visits, library visits etc.;

h) To be the main reference point for students who want to know more about the academic process, credit system, methods of assessment, different regulations and duties of the student.

Section 8

Tutor student is required to report monthly to the Tutor Commission for his/her work and for the results obtained if there has been any activity during that month. If not, there is then no need for monthly reports.

While semestral reports are made in writing, should be submitted at the end of the semester, and when the Commission requires the same to be presented it verbally. This report must be submitted no matter the activity.

Section 9

The Professor Tutor can be any teacher engaged in full time timetable, when at least three days are spends in the office or in the premises of the institution. The Professor Tutor is usually selected by the respective Dean and should preferably be a regular contract assistant or a professor with regular contract.

Section 10

Professor tutor mandate lasts from the beginning of the first semester until the completion of studies of students who are under his supervision.

Section 11

Teacher tutors aim is to communicate directly or electronically with students and advise them on all aspects, in particular for certain programs. Professors or tutors, teachers must be willing to assist and advise students, if the Student Tutor cannot provide adequate information or advice to the student.

Section 12

The Professor Tutor also reports monthly to Tutoring Commission about the progress of Tutor Students.

Section 13

The AAB College tutoring process is organized by the Tutoring Commission. The composition of this committee is set out in Article 5.

The goals of the committee are as follows:

- a) In cooperation with deans of faculties, the Commission at the beginning of every academic year represents the necessary number of teachers and students tutors;
- b) organizes professional training of teachers and student tutors;
- c) At the beginning of the semester and end of each semester, the Commission shall give written reports of its activity to the Rector. The final report is then it is prepared by the Quality Office report which is a summary of all reports submitted by students and Tutor Professors or (if any reports are submitted by professors).

Section 15

The Rector is obliged to inform the Senate regularly about the activities of the Tutoring Commission and the tutoring system in general.

Section 16

At the end of each academic year, the Student Tutor receives certificate for its activity in the tutorial system. The certificate is also part of the tutorial degree if the Commission considers the tutor as having been successful. Certificates are issued by the Quality Assurance Office. This certificate is in the form of a reference letter confirming the commitment of the student as a tutor.

Section 17

Tutor teachers and tutors students should be stimulated for their activity. The financial part is regulated by a special regulation or fee which the Tutoring Commission compiles when it ensures consent of the Board. Tutoring Commission decides for the benefits of the student tutor after having made their selection.

Section 18

Rector is responsible for Tutoring Commission. At least at the beginning or end of each semester.

Section 19

The Commission takes its decisions by majority vote.

The competition for Student Tutor is announced in January or February for the spring semester, and in September for the winter semester. Competitions for 1 year service as Students Tutors are announced in September.

Section 21

The right of interpretation of this regulation is the Manager of the Quality Assurance Office.

Section 22

This regulation repeals the previous tutorial system and is applied from the date of the Rector's signature ..