

## **Tutoring Rules at Poznan University of Technology**

### **§ 1**

#### **General provisions**

1. The Tutoring Rules at Poznan University of Technology, hereinafter referred to as the Rules, define the principles of organizing education using Tutoring at Poznan University of Technology, in particular:
  - a) Tutoring objectives and tasks,
  - b) Tutoring organizing principles,
  - c) an entity responsible for Tutoring organization and functioning.
2. The terms used in the Rules have the following meaning:
  - a) Contract – a document containing arrangements between a Tutor and a Tutee regarding the principles, form, objective and schedule of meetings;
  - b) Vice-Rector – Vice-Rector for Student Affairs and Education;
  - c) Council – Tutoring Council, i.e. a group of selected Tutors performing tasks specified in the Rules;
  - d) Tutoring – a personalized method of education based on an individual relationship between a Tutor and a Tutee;
  - e) Tutor – a person conducting Tutoring, an academic teacher employed at the University who holds a Tutor's certificate;
  - f) Tutee – a University student participating in the Tutoring programme;
  - g) Tutorial – a meeting attended by a Tutor and a Tutee;
  - h) University – Poznan University of Technology.
3. The Modern Didactics Centre of Poznan University of Technology keeps a list of Tutors.

### **§ 2**

#### **Tutoring objectives and tasks**

1. The main objective of Tutoring is to support the development of students' academic competences and intellectual growth in accordance with their needs, interests, predispositions and capabilities, and in this way provide support in shaping their academic path.
2. Tutoring is designed to:
  - a) identify students' scientific interests;
  - b) identify students' strong points to enhance their scientific and professional development;
  - c) provide students with assistance and support in achieving a higher level of competence in the field of their scientific and professional interests;
  - d) shape students' universal cognitive competences and reflection on their own development and learning process.
3. As part of Tutoring, students can carry out a number of activities, the aim of which may be:
  - a) deepening general knowledge by pursuing interdisciplinary topics/projects that go beyond the curriculum of studies,
  - b) developing competences in the range of conducting scientific activity through research, preparing scientific texts for publication, preparing conference talks,
  - c) considering various career paths, including science and higher education,
  - d) supporting the pursuit of a project for the needs of an external competition,
  - e) considering research themes that may evolve into a doctorate topic,
  - f) preparing an application for the doctoral school and for an interview,
  - g) planning the future career path,
  - h) determining the path of further development.

### **§ 3**

### **Qualification of students for the Tutoring programme**

1. Tutoring is offered to Poznan University of Technology students following their degree programmes in all full-time and part-time fields of study.
2. During the studies, students may participate in only one Tutoring programme. In justified cases, at the request of the Council, the Vice-Rector may agree to students' repeated participation in the programme.
3. Any Tutor can be chosen by students, regardless of the field of study and faculty.
4. The limit of places in the Tutoring programme in a given academic year and the principles for the remuneration of Tutors are determined by the Rector.
5. At the beginning of each semester, the Council defines for the entire University the principles (date and form) for applying to the Tutoring programme. The principles are available on the PUT website and are relayed to students' official e-mail addresses.
6. The process of qualifying students for academic Tutoring is supervised by the Council.
7. The condition for students to apply for participation in Tutoring is passing the semester preceding the semester in which Tutoring is supposed to take place. In the case of first-year students, it is necessary to pass the first semester.
8. In order to take part in Tutoring, students must successfully go through the qualification process, which consists of:
  - a) submitting a cover letter justifying the selection of a Tutor and the subject of Tutoring within the time limit set by the Council;
  - b) an interview with the Tutor indicated in the cover letter.
9. The inclusion of students in the academic Tutoring is decided by the Council on the basis of student ranking lists prepared by the Tutors.
10. One Tutor may supervise a maximum of two Tutees per semester.
11. In special cases, at a Tutor's request, the number of Tutees may be changed by the Council after obtaining the Vice-Rector's consent.
12. In the event of not filling all the places for a given semester, the qualification of students for the Tutoring Programme may take place on a continuous basis after the expiry of the date referred to in section 5.

### **§ 4**

#### **Tutoring organizing principles**

1. The manner of carrying out Tutoring results from the provisions of the Rules, the contract concluded, and mutual relationship and cooperation between a Tutor and a Tutee.
2. With the commencement of cooperation, a Tutor and a Tutee sign the Tutoring Contract, which contains arrangements between a Tutor and a Tutee regarding the principles, form, purpose and schedule of meetings.
3. In a series of meetings lasting at least 10 hours in total during one academic semester, a Tutor, in consultation with a Tutee, conducts an individual Tutoring programme tailored to a Tutee's needs.
4. The course of Tutorials is documented on the Tutoring card, a template of which is contained in Attachment No. 1 to the Rules.
5. The Tutoring programme is considered to be completed if a Tutee fulfills all the arrangements provided for in the Tutoring Contract and receives a positive opinion from a Tutor.
6. Tutoring may be interrupted and terminated at any time, both by a Tutee and a Tutor. The reason for the termination is recorded in the Tutoring card.
7. Gross violations of the Tutoring Contract, both by a Tutee and a Tutor, are reported to the Council.
8. After successful completion, information about the completed Tutoring is placed in a graduation diploma supplement or a micro-credential is issued.
9. After completing the Tutoring programme, a Tutee fills in an evaluation questionnaire, the template of which is contained in Attachment No. 2 to the Rules.
10. The number of hours done by a Tutor as part of the Tutoring programme in a given academic year is confirmed by the Council, which provides this information to the Vice-Rector.

11. Documentation related to the course of Tutoring is kept by the Modern Didactics Centre of Poznan University of Technology.

## **§ 5**

### **Tutoring Council**

1. The Tutoring Council is appointed by the Rector from among Tutors employed at the University for the Rector's authorities' term of office,.
2. The Council deals with the coordination of substantive activities related to education using the Tutoring method at University. In particular, it deals with:
  - a) creating and modifying, in consultation with the Vice-Rector, the principles for the selection of candidates for the programme, including determining the recruitment schedule,
  - b) establishing document forms and templates of necessary for the pursuit of Tutoring,
  - c) supervising the qualification for Tutoring,
  - d) analyzing and evaluating Tutors' reports,
  - e) organizing internal meetings for the exchange of experiences,
  - f) periodic reporting to the Vice-Rector of the results of the Tutoring programme at the University.
3. The Vice-Rector acts as an appeal body against decisions taken by the Council.
4. The Council consists of at least three persons.
5. The recommendation of the Council members is submitted to the Rector by the Vice-Rector on the basis of arrangements with PUT Tutors.

## **§ 6**

### **Final provisions**

In matters not covered by these Rules, decisions are taken by the Vice-Rector.