

REGULATIONS

Academic Tutoring at the University of Economics in Katowice

GENERAL PROVISIONS

§1

1. These Regulations specify the conditions under which classes in academic tutoring at the University of Economics in Katowice (hereinafter referred to as "the University") shall be held.
2. Academic tutoring is a teaching method consisting in regular meetings (hereinafter referred to as "tutorials") of an academic teacher (hereinafter referred to as "tutor") with a student, within the framework of which the student prepares a written paper of an academic/scientific nature in the form of an essay or another. This paper is discussed with the tutor.
3. Academic teachers acting as tutors shall be appointed by the Dean.
4. The tutor may have a maximum of 2 students in a given academic year under his/her supervision.
5. Information on the academic interests of the tutor (profile of the tutor) is published on the University's website in the "Students" tab.

THE IDEA OF ACADEMIC TUTORING

§ 2

1. Academic tutoring is designed to support and motivate students at the University in their search of a path for individual scientific and professional development.
2. The aim of academic tutoring is to:
 - identify the student's scientific interests;
 - identify the strengths and weaknesses of the student for further scientific and professional development;
 - develop the student's skills in writing scientific texts, presenting knowledge and conducting discussions,
 - assisting the student in achieving a higher level of competence in his/her scientific and professional interests.
3. Academic tutoring should lead to the achievement of the objectives set out above and confirm it with measurable results.

RECRUITMENT OF STUDENTS FOR TUTORING

§3

1. Academic tutoring is open to students of all fields of 1st and 2nd-cycle studies at the University.
2. Recruitment of students for academic tutoring is conducted by Dean.
3. Deleted.
4. Recruitment for academic tutoring is conducted from the beginning of the academic year and should be completed by November 30th.
5. The student applying to be covered by academic tutoring must obtain the required number of ECTS credits at a given moment of studies and cannot have any arrears related to a failure in any subject. In order to apply for academic tutoring, the average grade for the preceding

semester of studies must not be lower than 4.0 (also applies to students of the first semester of second-cycle studies).

6. A student of the first year of 1st-cycle studies may be covered by academic tutoring if they obtain high scores in the process of recruitment for studies.
7. In order to be covered by academic tutoring, the student must successfully pass the recruitment procedure consisting of the following stages:
 - a. submitting a CV and a cover letter justifying the choice of a tutor and the subject matter of the tutoring by November 30th,
 - b. an individual interview with the tutor indicated in the cover letter,
 - c. preparation by the tutor of a ranking list of students applying for academic tutoring, together with a justification,
 - d. the Dean's decision to cover the student by academic tutoring.

THE COURSE OF ACADEMIC TUTORING

§4

1. Academic tutoring consists in an individual and systematic cooperation between a student and a tutor for one academic year.
2. In special cases, the Dean may agree to a shortened tutoring program lasting one semester.
3. At the second meeting, the tutor and the student sign a tutorial contract, the specimen of which is attached as Appendix 1 to these Regulations.
4. The tutor, in a series of 8 meetings per academic year, shall implement an individual tutorial program tailored to the student's needs.
5. In special cases, it is possible to replace a one-to-one meeting with the tutor with consultations by electronic means. The decision in this respect is made by the tutor.
6. The academic tutoring program shall be deemed to have been completed if the student has participated in all 8 tutorials, fulfilled the joint arrangements provided for in the tutorial contract and received a positive evaluation from the tutor. The tutor shall prepare the evaluation in writing and attach it to the student's file.
7. The information about the completed academic tutoring shall be entered in the supplement to the diploma of completion of studies.
8. Students' papers created as a result of academic tutoring may be published in electronic version by the Publishing House of the University of Economics in Katowice, in accordance with the procedures in force at the University for the publication of papers.
9. The report and the completed evaluation questionnaire shall be submitted by the tutor to the Dean's Office. Upon the Dean's approval, these documents shall be attached to the student's file.

§ 5

1. A student who has undergone the recruitment process for academic tutoring may, prior to signing a contract with a tutor, resign from participation in the program without further consequences.
2. In special cases, it is possible to withdraw from participation in academic tutoring after signing the contract. The student shall immediately inform the Dean and the tutor about the withdrawal.
3. Any breach of the contract shall be reported to the Dean by the tutor.

4. The student who grossly violates the terms of the contract shall be excluded from participation in the recruitment for academic tutoring in the next academic year.

FINAL PROVISIONS

§ 6

1. In matters not regulated by these Regulations or the Academic Regulations at the University of Economics in Katowice, the decisions shall be made by the Rector.
2. Amendments to these Regulations shall be subject to the procedure laid down for their issue.
3. The date referred to in § 3 section 4 shall apply from the academic year 2017/2018.
4. These Regulations shall enter into force on the date of issuing a regulation by the Rector.

TUTORIAL CONTRACT

concluded in Katowice on by and between

.....- hereinafter referred to as "The Tutor"
and

.....- hereinafter referred to as "The Student"

§ 1

The purpose of this tutorial contract is to specify the detailed rules for cooperation between the Student and the Tutor within the framework of the academic tutoring.

§ 2

1. Within the framework of this tutorial contract, the Student undertakes to:

- Timely and punctually participate in all planned tutorials.
- Inform the Tutor at least 2 days in advance of any possible delays or absences.
- Work conscientiously and come to the tutorial prepared.
- Take care of the quality of the prepared academic/scientific written papers.
- Prepare papers in the form of an essay or in another form on a topic agreed with the Tutor.
- Cooperate with the Tutor on the implementation of the academic tutoring program.
- Fill in the evaluation questionnaire summarizing the academic tutoring.
- Get acquainted with and observe the provisions of the Academic Tutoring Regulations at the University of Economics in Katowice.

§ 3

The tutor, within the framework of this tutorial contract, undertakes to:

- Provide the Student with comments and suggestions concerning the topics of papers of an academic/scientific nature.
- Provide the Student with comments on the academic/scientific written paper being prepared by the Student.
- Prepare an evaluation on the Student's completion of the academic tutoring program and the Student's performance of the tutoring contract.

§ 4

1. The tutoring contract is concluded for the period from to
2. If it is not possible to hold a meeting, the Student and the Tutor shall agree on another date of the tutorial. Setting a new date does not constitute a change of this tutorial contract.

§ 5

The provisions of the Academic Tutoring Regulations of the University of Economics in Katowice shall apply to any matters not regulated by this Contract.

§ 6

The tutorial contract has been prepared in four identical copies, one for each Party, for the Dean and for the organizational unit competent for the teaching quality.

Tutor

Student

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signature

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signature