



Regulation for tutoring

Article 1

Purpose

The purpose of tutoring is to help students (tutees) become more independent learners. Tutors provide individual and/or group tutoring to students across a broad range of courses. Tutors meet with students on a short or long-term basis to clarify and review concepts taught in class, describe processes, and help students solve problems. Tutoring is a supplement, not a substitute, for teaching.

Article 2

Goals

Tutoring goals are:

1. To help students maximize and improve their academic skills;
2. To listen and respond to the academic needs of others with energy, sensitivity, and patience;
3. To reinforce students' understanding of the material;
4. To share study skills or other tips for success;
5. To refer students to other resources if necessary;

Article 3

Responsibilities

Responsibilities of tutors are:

1. Attend necessary tutor training sessions provided by Program coordinators;
2. Facilitate active learning by allowing the tutee to determine content and pace of the Tutoring session;
3. Provide guidance and direction to tutees
4. Respond to all communication from your tutees in a timely manner;
5. Respond to communication from your supervisor in a timely manner;
6. Create and maintain your schedule;
7. Manage your appointments (this includes cancelling and setting up repeating Appointments) with tutees
8. Maintain records of tutoring sessions in Google (for online meetings) or with Report Forms
9. Payroll: Keep records of your hours worked
10. Maintain confidentiality of student performance and personal information's

11. Report to the Programme Committee regarding the number of tutees, their progress and new ideas at least once in a year.

Article 4

Requirements

1. Overall success on year of studies of 8.5 or above and strong academic achievement in your specific courses;
2. An unofficial copy of your transcript;
3. A recommendation from a former Professor or Teaching Assistant;
4. Attend the tutor trainings during your first semester tutoring. This will include logistical training as well as Best Practices;
5. Demonstrating excellent interpersonal communication skills, self-motivation, and a desire to help other students achieve academic success

Article 5

Compensations

Compensation for undergraduate tutors is € 8.00 per hour. Graduate tutors receive € 8.00 per hour for undergraduate courses and € 10.00 per hour for senior level courses (Programme Coordinator will specify this).

Article 6

Supervision

Programme Coordinator is the supervision for the tutoring process and tutors. Together with the Programme Committee collectively make decisions about hiring, program design, and implementation of initiatives.

Article 7

Confidentially

Confidentiality applies to all Academy Faculty and Staff in regard to grades, accommodations or disability, and other personal information. "Confidential information" includes, but is not limited to, medical, financial, or any personal identification information related to staff, faculty, and students. Such information must be maintained as confidential regardless of its source. Sources may include, but are not limited to: student records, email, voicemail, inter/intranet, payroll, financial systems, patient registration systems and all other computer applications.

Article 8

Academic Honesty Policy

Academic dishonesty is a serious violation of the trust upon which an academic community depends.

As tutors, we expect you to uphold the Academic Policy that lists several types of offenses, including (but not limited to):

- Plagiarism
- Copying papers, online answer keys, or answers on exams, or allowing others to copy your work
- Any other act that represents someone else's work as your own
- Hindering the use of or access to library materials, such as the removal of books from the libraries without formally checking out the items, or the intentional hiding of materials, or the refusal to return reserve readings to the library, etc.
- Obtaining an exam prior to its administration, or using unauthorized aid during an examination
- Altering answers on graded exams and submitting them for re-grading
- Copying data from other students' labs or research projects or allowing others to copy your data
- Using labs, papers or assignments from previous semesters or from other students and submitting them for credit
- Turning in identical work on collaborative assignments
- Giving or receiving inappropriate help or feedback on written assignments
- Unauthorized recording, distribution or publication of lectures or other course- related materials
- Using another student's username or password for online logins, or permitting such use
- Giving false information or false alibis to the Programme Coordinator or Programme Committee.
- Forging signatures or falsifying information on academic or medical forms.

Article 9

Final provisions

1. The Tutor Regulation enters into force on the day of its adoption.

Programme Coordinator
