

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

APPROVED

by the Academic Council of Chernihiv  
Polytechnic National University  
August 31, 2020, Protocol № 6

Enacted by order of the Rector  
dated August 31, 2020, № 26

**REGULATIONS**  
**on the Student Tutor**  
**of Chernihiv Polytechnic National University**

Chernihiv 2020

## **1. General Provisions**

1.1 Student group tutors (hereinafter – tutors) are part of the student self-governance of Chernihiv Polytechnic National University (hereinafter – the University) and are accountable to the University’s Student Council.

1.2 In their activities, the University’s tutors are guided by the current legislation of Ukraine, including the Constitution of Ukraine, the Law of Ukraine “On Higher Education”, the regulatory framework of Chernihiv Polytechnic National University, these Regulations, and other regulatory acts adopted by the University Student Conference.

1.3 The activities of tutors extend to first-year student groups of the bachelor’s degree level.

1.3 The activities of tutors are on a volunteer basis, which is taken into account in their rating.

## **2. Goals and Objectives of the Tutor**

2.1 The goal of the tutor’s activity is the adaptation of first-year students to the conditions of study at the University.

2.2 The objectives of the group tutor are:

- gradual familiarization of first-year students with the features of student life at the University;
- familiarization of first-year students with the structural subdivisions of the University;
- familiarization with the features of studying under the Bologna System;
- assistance in preparing the group to participate in cultural and mass events of the University;
- informing first-year students about the activities of the Student Council and other student self-governance bodies, and student associations of the University;
- familiarization of first-year students with websites, as well as groups and accounts of various structural subdivisions of the University on social networks.

## **3. Structure and Organization of Tutors’ Work**

3.1 Tutors are elected and approved by vote of the student councils of faculties or institutes upon the recommendation of the senior class group leaders.

3.2 At least one tutor, a representative of the corresponding specialty from a senior year, is assigned to each first-year group. If the number of persons in the group exceeds 20, then 2 tutors may be assigned to the group.

3.3 A tutor may be a 2nd–4th year full-time student who is an active participant in the social life of the University and is a representative of the same specialty as the first-year group with which he / she is about to work.

3.4 Tutors carry out their activities in accordance with an annual individual work plan (an indicative plan is provided in Appendix A), which is agreed upon with the curator of the relevant group and submitted to the Vice-Rector for Academic, Pedagogical, and Educational Work.

3.5 The number of meetings between the tutor and the group is regulated by the individual plan, but must be at least once every two weeks.

## Work Plan of the Student Tutor

№	Type of Activity	Date
1	Familiarization of first-year students with all structural subdivisions (accounting department, international office, library, and others) of the University (guided tour)	
2	Familiarization of first-year students with all structural subdivisions of the University online (websites, social networks)	
3	Familiarization of students with the structure of the University's student self-governance (regulations, responsibilities, areas of work of various student associations, and how they can join the work of the relevant association or organization)	
4	Familiarization of students with the concept of academic integrity, ethical values, and rules of student conduct at the University	
5	Familiarization of the group with the features of studying under the Bologna System (features of evaluation on a 100-point scale, work in the Moodle system, preparation for seminars, etc.)	
6	Familiarization of students with the features of the University's activities within the framework of the "University in the Life of the City" program (familiarization with participation in city events, festivals, competitions, participatory budgeting projects, etc.)	
7	Familiarization of the group with the activities of the NGO "Chernihiv European" and the opportunity to participate in the implementation of various projects at the University	
8	Familiarization of students with academic mobility programs and the features of the University's international office operations	
9	Familiarization of the group with the opportunities and activities of the University library	
10	Familiarization of students with the University's traditions (anthem, traditional events, history of establishment)	

11	Familiarization of the group with cultural leisure opportunities	
	within the University (planned student events, training sessions, film screenings, etc.)	
12	Assistance to the group in preparing to participate in cultural and mass events of the University	